



Australian Government

**Assessment Requirements for
RIICOM201D Communicate in the
workplace**

Release: 3

Assessment Requirements for RIICOM201D Communicate in the workplace

Modification History

| Release | Comment |
|---------|---|
| 1 | This unit replaces RIICOM201A Communicate in the workplace |
| 2 | Editorial corrections. |
| 3 | Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm. |

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- demonstrates completion of communicating in the work place that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - identifying communication strategies and systems
 - operating communications systems and equipment to convey meaning to others
 - communicating clearly and promptly to others to convey information and make meaning
 - listening carefully to instructions and information
 - participating in group discussions and engage with group members respectfully
 - asking questions to clarify meaning
 - communicating concisely both written and verbally
 - interpreting other communications such as flags, lights, signs, bells and whistles
 - identifying and reporting communication faults and deficiencies
 - using approved and preparing written documentation that communicates meaning to others

Knowledge Evidence

The candidate must demonstrate knowledge of communicating in the workplace through:

- relevant standards and site procedures
- worksite communication system components, applications and limitations
- procedures and safety requirements of communication equipment and systems
- common faults in communication equipment/systems
- emergency communication procedures
- record maintenance

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit is best assessed in the context of this sector's work environment; and,
- simulation may be used for assessment of this Unit of Competency where it does not compromise the quality of assessment outcomes and provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills;
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

| Industry sector | AQF** Level | Required assessor or Industry subject matter expert experience |
|--------------------------------------|-------------|--|
| Drilling, Metalliferous Mining, Coal | 1 | 1 Year |

| | | |
|---|--|---------|
| Mining, Extractive (Quarrying) and Civil Construction | 2 | 2 Years |
| Drilling, Coal Mining and Extractive (Quarrying) | 3-6 | 3 Years |
| Metalliferous Mining and Civil Construction | 3-6 | 5 Years |
| Other sectors | Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation. | |

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>