



Australian Government

Assessment Requirements for AHCWRK213 Participate in workplace communications

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has participated in workplace communications on at least one occasion and has:

- sourced written or electronic information
- performed routine workplace duties following simple instructions
- followed routine instructions
- completed relevant work-related documents
- participated in workplace meetings.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different modes of communication, including written, verbal and non-verbal
- workplace communication procedures and systems, and technology relevant to the workplace
- written and electronic sources of information
- effective communication in a work team.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - workplace instructions and procedures

- information relating to conditions of employment
- standard workplace documents
- relationships:
 - team members and supervisor.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>