



Australian Government

Assessment Requirements for AMPCOM301 Communicate effectively at work

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AMP Australian Meat Processing Training Package Version 8.0.

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 communicated effectively at work on at least one occasion, including:

- identified own role and responsibilities within the workplace
- participated in or contributed to discussion with supervisor and at least one colleague
- accurately followed work instructions and/or food or meat processing standard operating procedures (SOPs)
- completed workplace forms or documents to a standard accepted in the workplace.

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:

- sources of information relevant to own work, including workplace health and safety, regulatory information, work instructions, food or meat processing SOPs and workplace requirements
- structure of the organisation
- characteristics of an effective worker/team member in the food or meat processing industry
- effective communication for workplace meetings or toolbox meetings
- effective communication methods to interact with people from diverse backgrounds
- workplace policies that guide acceptable behaviour in the workplace, codes of conduct
- key principles of cross-cultural communication and communication with individuals from backgrounds different to one's own.

Assessment Conditions

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

- physical conditions:
 - skills must be demonstrated in a food or meat processing premises or an environment that accurately represents workplace conditions
- specifications:
 - food or meat industry codes and standards
 - relevant workplace policies and procedures, work instructions, SOPs
- relationships:
 - interactions with supervisor and colleagues.

Assessment for this unit must include at least three forms of evidence.

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=5e2e56b7-698f-4822-84bb-25adbb8443a7>