



Australian Government

Assessment Requirements for FBPSUG3008 Analyse and convey workplace information

Release: 1

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Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

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 analysed and conveyed workplace information in line with workplace contexts and demonstrated each of the following points at least once:

- identified and collected information from a range of sources for a specific purpose
- collected information by consulting with other people
- analysed and interpreted data and information
- selected appropriate presentation methods to convey information to others
- used an information storage and retrieval system to access, retrieve, store and update information
- identified and recommended an improvement to information management practices.

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:

- data collection and analysis techniques
- requirements for use of information recording, storage and retrieval systems
- meeting procedures used in the workplace
- methods and techniques for presenting information to individuals and groups.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- standard forms for recording workplace information
- information storage and retrieval system
- relationships (internal and/or external):
 - opportunities to interact with others using typical workplace communication processes.

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

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>