



Australian Government

FSKLRG005 Use strategies to plan simple workplace tasks

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to plan simple, predictable and familiar workplace tasks that involve a limited number of steps, such as operating equipment, responding to enquiries, setting up materials, checking safety equipment, or ordering supplies.

An individual performing these tasks may work with an expert or mentor where support is available if requested.

This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency.

The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 2 in the workplace and employment domain of communication.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning

Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Investigate simple workplace tasks	1.1 Identify a range of simple and familiar workplace tasks 1.2 Identify workplace procedures and materials required to complete tasks 1.3 Identify and access a small range of support resources relevant to

Element	Performance Criteria
	tasks
2. Develop strategy for task completion	2.1 Identify a familiar workplace task for review 2.2 Identify purpose of task and desired outcome 2.3 Identify and use simple strategies to plan workplace task
3. Review plan	3.1 Seek feedback from expert or mentor on plan 3.2 Revise plan as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Planning and Organising	Prioritises tasks with attention to timelines

Mapping Information

Supersedes and is equivalent to FSKLRG05 Use strategies to plan simple workplace tasks.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=f572fe10-a855-4986-9295-3852c771f178>

Assessment Requirements for FSKLRG005 Use strategies to plan simple workplace tasks

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- identify at least two familiar and predictable workplace tasks and select strategies to plan tasks in accordance with purpose
- review plan on at least one occasion.
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Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- familiar and predictable workplace tasks
- purposes and appropriate outcomes of workplace tasks
- workplace procedures and materials required to complete simple workplace tasks
- strategies to plan simple workplace tasks
- techniques to review and revise plans as necessary.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context.

Skills must be demonstrated using simple texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- an expert or mentor to provide support to learner if requested
- frequently used word list for learning in the workplace
- own familiar support recourses
- relevant workplace policies, procedures, equipment and supplies.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of the ACSF and performance features of the ACSF level being assessed, and
- have demonstrable expertise, knowledge and skills in the vocational contextualisation and assessment of the core skill, learning, and
- have completed the following or equivalent:
 - TAESS00009 Address Foundation Skills in Vocational Practice Skill Set; or
 - a higher level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111); or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

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