



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>