



Australian Government

FSKLRG012 Apply strategies to plan and manage complex workplace tasks

Release: 1

FSKLRG012 Apply strategies to plan and manage complex workplace tasks

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 systematic approaches to manage complex workplace tasks, including project management and monitoring workplace performance.

An individual performing these tasks works independently and uses support from a range of established resources.

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.

This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 4 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. Analyse complex workplace tasks	1.1 Identify a range of complex workplace tasks 1.2 Consider implication and impact if tasks are not appropriately planned or managed, and create risk management plan

Element	Performance Criteria
	1.3 Prioritise tasks according to importance, dependence and time 1.4 Identify workplace procedures and materials relevant to planning and managing tasks
2. Plan complex workplace tasks	2.1 Select complex workplace task and identify desired outcome and purpose 2.2 Evaluate scope of task and plan processes to complete 2.3 Identify competing requirements or expectations relating to the task 2.4 Identify and research information or resources relevant to task
3. Review and revise strategies	3.1 Seek feedback to review the effectiveness of selected strategies 3.2 Revise strategies and plan as appropriate for future improvement

Foundation Skills

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

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Mapping Information

Supersedes and is equivalent to FSKLRG12 Apply strategies to plan and manage complex 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 FSKLRG012 Apply strategies to plan and manage complex 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:

- create a plan that identifies at least two complex workplace tasks, strategies to complete tasks, and risk management approach
- review and check proposed plan and management approach 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:

- complex tasks relevant to the workplace
- techniques and strategies to manage workplace tasks
- risk management
- importance of prioritising
- workplace procedures and materials required to plan and manage complex workplace tasks
- strategies to plan complex workplace tasks
- sources of information relevant to planning complex workplace tasks, such as manuals, policies and procedures
- strategies to review own plans.
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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 complex texts or tasks that reflect those typically found in a workplace.

The following resources are to be made available:

- own familiar support resources.

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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