



Australian Government

FSKLRG05 Use strategies to plan simple workplace tasks

Release: 1

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Modification History

Release	Comments
Release 1	This streamlined version first released with <i>FSK Foundation Skills Training Package version 1.0</i> .

Application

This unit describes the skills and knowledge required to plan and prioritise simple workplace tasks, such as operating equipment or ordering supplies.

The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks.

This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

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 workplace tasks 1.2 Identify workplace procedures required to complete tasks
2. Use strategies to plan simple workplace tasks	2.1 Identify a simple workplace task 2.2 Identify strategies to plan workplace tasks 2.3 Seek feedback from an appropriate person

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Oral Communication		Communicates with team leaders, supervisors or mentors to plan and organise workplace tasks
Planning and Organising		- Plans and organises to complete a task - Prioritises tasks with attention to timelines

Mapping Information

Not applicable

Links

Companion volumes from the IBSA website - <http://www.ibsa.org.au>