



Australian Government

FSKLRG12 Apply strategies to plan and manage complex 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 systematic approaches to manage complex workplace tasks, including project management and monitoring workplace performance.

The unit applies to individuals who need learning skills at ACSF level 4 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. Analyse complex workplace tasks	1.1 Identify a range of complex workplace tasks 1.2 Investigate a range of procedures to plan tasks
2. Plan complex workplace tasks	2.1 Select a complex workplace task 2.2 Apply planning strategies to manage a task
3. Review and revise strategies	3.1 Review the effectiveness of the selected strategies 3.2 Revise strategies as appropriate

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
Initiative and Enterprise		Develops strategies to respond to complex workplace tasks
Planning and Organising		Manages complex workplace tasks

Mapping Information

Not applicable

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for FSKLRG12 Apply strategies to plan and manage complex workplace tasks

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Performance Evidence

Evidence of the ability to:

- plan complex workplace tasks
- use planning strategies to manage a task
- review planning strategies.

Evidence must be collected using typical workplace tasks.

Note: Where a specific volume and/or frequency is not specified, evidence must be provided at least once.

Knowledge Evidence

Evidence of the following knowledge must be demonstrated:

- strategies to plan complex workplace tasks
- sources of information when planning complex workplace tasks
- strategies to review own plans.

Assessment Conditions

Assessment texts and tasks reflect those typically found in the workplace.

Individuals can access a range of established support resources.

Culturally appropriate processes and techniques suited to the language, literacy and numeracy capacity of individuals and the work being performed must be used.

Reasonable adjustments can be made to ensure equity in assessment for people with disabilities.

Assessors must satisfy NVR/AQTF assessor requirements, have sound knowledge of the ACSF and have demonstrable expertise in the vocational contextualisation and assessment of the core skill - learning.

Links

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