



Australian Government

FSKLRG12 Apply strategies to plan and manage complex workplace tasks

Release: 1

FSKLRG12 Apply strategies to plan and manage complex workplace tasks

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