



Australian Government

FSKLRG15 Manage own work-related learning

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 manage own work-related formal and informal learning using an action plan.

The unit applies to individuals who need learning skills at Australian Core Skills Framework (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. Prepare for learning	1.1 Identify own work-related learning goals 1.2 Assess own learning challenges and opportunities 1.3 Evaluate appropriate learning pathways
2. Develop a personal learning strategy	2.1 Identify strategies to manage personal learning 2.2 Develop an action plan 2.3 Review plan and strategies

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
Planning and Organising		• Develops and reviews action plan
Self-Management		• Evaluates own learning opportunities and challenges • Uses reflection and review in developing learning strategies

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 FSKLRG15 Manage own work-related learning

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Performance Evidence

Evidence of the ability to:

- prepare an action plan
- review the action plan.

Evidence must be collected using typical work-related 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 for managing own learning
- learning pathways.

Assessment Conditions

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

Individuals can access a range 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.

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