



Australian Government

FSKOCM001 Participate in highly familiar spoken exchanges

Release: 1

FSKOCM001 Participate in highly familiar spoken exchanges

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 participate in highly familiar spoken exchanges, such as providing personal details, asking simple questions, following one step instructions, or requesting everyday items.

An individual performing these tasks operates alongside an expert or mentor where significant support, prompting, advice and modelling can be provided.

This unit applies to individuals who use, or are preparing to use, oral communication skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can 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) oral communication core skill indicators .07 and .08 at pre-level 1 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

Oral Communication

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 to participate in highly familiar spoken exchange	1.1 Identify type of spoken exchange 1.2 Identify audience of exchange and purpose 1.3 Identify formulaic expressions and personally relevant details required for spoken exchange

Element	Performance Criteria
2. Engage in and review exchange	2.1 Use oral communication strategies to participate in exchange 2.2 Recognise and use basic non-verbal communication methods 2.3 Seek feedback from expert or mentor to identify areas for 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.

Unit Mapping Information

Supersedes and is equivalent to FSKOCM01 Participate in highly familiar spoken exchanges.

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 FSKOCM001 Participate in highly familiar spoken exchanges

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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:

- participate in at least two different highly familiar spoken exchanges.

Both exchanges must be reviewed for appropriateness to audience and purpose and participation must include speaking and listening.

Individuals competent in this unit may have laboured speech and/or show significant variations in pronunciation, emphasis and intonation.

Knowledge Evidence

During the above spoken exchange 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:

- common types of highly familiar spoken exchanges
- common purposes and audiences of highly familiar spoken exchanges
- relevant oral communication strategies that support highly familiar spoken exchanges
- basic non-verbal communication techniques for highly familiar spoken exchanges.
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Assessment Conditions

Competency is to be assessed in the workplace, a workplace simulated environment or a vocational training context. Spoken exchanges must be undertaken with real individuals.

The following resources are to be made available:

- an expert or mentor to initiate and provide highly structured support and modelling to learner
- a frequently used word list for oral communication in the workplace
- list of common and formulaic phrases
- own familiar support resources

- participants for highly familiar spoken exchanges described in performance evidence.

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, oral communication, 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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