



Australian Government

FSKOCM005 Use oral communication skills for effective workplace presentations

Release: 1

FSKOCM005 Use oral communication skills for effective workplace presentations

Modification History

Release	Comments
Release 1	This version first released with FSK Foundation Skills Training Package Version 2.0.

Application

This unit describes skills and knowledge required to deliver effective workplace presentations, such as a prepared short presentation to co-workers, information updates (e.g. changes to Work Health and Safety (WHS)), or instructions on how to use new equipment.

An individual performing these tasks works independently and uses familiar support resources as needed.

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 should 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 level 3 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. Plan to deliver workplace presentation	1.1 Identify purpose of presentation and required outcome 1.2 Identify audience of presentation 1.3 Identify and locate information required for presentation

Element	Performance Criteria
	1.4 Plan presentation structure and organise content and relevant support material(s)
2. Deliver presentation	2.1 Use clear and organised oral communication strategies to deliver presentation 2.2 Present using conventional grammar, industry jargon, every day and some specific vocabulary and routine pronunciation 2.3 Use positive non-verbal communication to support delivery of presentation
3. Review performance	3.1 Seek feedback and evaluate effectiveness of communication 3.2 Review success of presentation in meeting identified purpose 3.3 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 FSKOCM05 Use oral communication skills for effective workplace presentations.

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 FSKOCM005 Use oral communication skills for effective workplace presentations

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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:

- plan and deliver at least one workplace presentation appropriate to audience and purpose, and review own performance to identify areas for improvement.
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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 purposes and audiences of routine workplace presentations
- typical presentation structures for routine workplace presentations and methods to organise content
- relevant oral communication strategies that support the delivery of workplace presentations
- non-verbal communication strategies to support delivery of workplace presentations
- grammar, vocabulary and pronunciation appropriate for routine workplace presentations
- relevant workplace jargon, where suitable
- strategies to review success in meeting identified purpose of presentation and to identify areas of improvement.
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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.

Skills must be demonstrated using routine oral exchanges that reflect those typically undertaken in a workplace.

The following resources are to be made available:

- own familiar support resources
- participant(s) for workplace presentation 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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