



Australian Government

FSKOCM05 Use oral communication skills for effective workplace presentations

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 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.

This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 3 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

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 presentations	1.1 Identify the audience and purpose of the presentation 1.2 Organise the content and support material
2. Deliver workplace presentations	2.1 Use oral communication strategies to deliver the presentation 2.2 Use appropriate grammar, vocabulary and pronunciation 2.3 Use non-verbal communication to enhance presentation

Element	Performance Criteria
3. Review own performance	3.1 Seek feedback on whether the presentation was appropriate for audience and content 3.2 Evaluate own performance to identify areas for improvement

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		Plans and organises presentation content and structure

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 FSKOCM05 Use oral communication skills for effective workplace presentations

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Performance Evidence

Evidence of the ability to:

- plan and deliver a workplace presentation appropriate to audience and purpose
- review own performance to identify areas for improvement.

Evidence must be collected using presentations typically found in the workplace.

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:

- oral communication strategies to deliver workplace presentations
- non-verbal communication to enhance the delivery of workplace presentations
- grammar, vocabulary and pronunciation for workplace presentations.

Assessment Conditions

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

Individuals can access own familiar 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 – oral communication.

Links

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