



Australian Government

FSKOCM10 Use oral communication skills for complex 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 the skills and knowledge required to use oral communication skills to deliver complex workplace presentations, such as sales promotion or product launch, presentation at staff development forum, presentation of a proposal, seminar presentations, or leading a focus group.

This unit applies to individuals who need oral communication 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

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 complex workplace presentations	1.1 Identify the audience and purpose of the presentation 1.2 Research and select material for the presentation 1.3 Organise the presentation
2. Deliver complex workplace presentations	2.1 Use oral communication strategies to deliver an effective presentation 2.2 Use appropriate grammar, vocabulary and pronunciation

Element	Performance Criteria
	2.3 Use appropriate non-verbal communication to enhance delivery
3. Review own performance	3.1 Seek feedback on effectiveness of workplace presentation 3.2 Critically 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		Organises and plans a complex presentation

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 FSKOCM10 Use oral communication skills for complex workplace presentations

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Performance Evidence

Evidence of the ability to:

- deliver a complex workplace presentation appropriate to audience and purpose
- review the effectiveness of own performance to identify areas for improvement.

Evidence must be collected using complex 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 complex workplace presentations
- non-verbal communication to enhance the delivery of workplace presentations
- grammar, vocabulary and pronunciation for complex workplace presentations.

Assessment Conditions

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

Individuals can access a range of 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 – oral communication.

Links

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