



Australian Government

ICPSUP271 Provide basic instruction for a task

Release: 1

ICPSUP271 Provide basic instruction for a task

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to convey technical information to an individual client for their specific use, in a clear, concise and coherent manner.

It applies to individuals who are skilled workers and are required to instruct other workers in a task during normal work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Support

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 training	1.1 Check with the individual that training is required, and conditions are suitable for training 1.2 Check that any necessary equipment is available 1.3 Check that instructor and trainee have sufficient time available
2. Instruct trainee in task	2.1 Instruct trainee in task using appropriate techniques 2.2 Provide individual with details of required knowledge about potential problems and causes of failure 2.3 Provide individual with information about potential hazards 2.4 Allow individual to practise task under supervision 2.5 Encourage individual to ask questions and provide feedback

ELEMENT	PERFORMANCE CRITERIA
3. Check learning has taken place	3.1 Check the individual can perform task to required standard 3.2 Check the individual is aware of potential problems and causes of failure 3.3 Check the individual is aware of potential hazards and knows how to avoid them
4. Arrange for necessary follow-up training	4.1 Estimate individual's level of skill and their requirements for follow-up training, if required 4.2 Arrange for appropriate follow-up training or supervised practice sessions, if required

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
Reading	2.1	Recognises text within job specifications and follows written instructions
Writing	1.1, 2.1	Records key information related to outcomes of the job
Oral Communication	1.1, 1.3, 2.1-2.3, 2.5, 3.3,	- Conveys information using relevant language suitable to the audience - Employs listening and questioning techniques to confirm understanding
Interact with others	2.4, 3.1	Seeks to cooperate with others to achieve results in immediate work context
Get the work done	1.1, 1.2, 1.3, 4.1, 4.2	Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP271 Provide basic instruction for a task	ICPSU271C Provide basic instruction for a task	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>

Assessment Requirements for ICPSUP271 Provide basic instruction for a task

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- on TWO separate occasions:
 - plan a training session taking into account what needs to be delivered, timeframes, trainee needs and equipment requirements
 - use appropriate techniques to clearly, concisely and coherently provide technical information to a trainee
 - check that the trainee can perform the required task safely and effectively
 - evaluate whether the trainee's level of skill is sufficient and organise appropriate follow-up, if required.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline questioning and active listening techniques for conveying and clarifying information
- explain how to use basic negotiation skills in relation to other team members
- explain how to utilise basic demonstrating and explaining skills.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>