



Australian Government

PSPGEN008 Write routine workplace materials

Release: 1

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Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV208A Write routine workplace materials. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to perform routine written communication. It includes extracting meaning from routine written information for workplace purposes and preparing routine written materials. The focus is on the content and structure of written materials and not on the use of computer technology, which is addressed by other competencies.

This unit applies to those working in generalist or specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work in teams or autonomously, performing routine tasks in a familiar context.

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

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used,

outcomes	further information is detailed in the range of conditions section.
1. Read, interpret and act on routine written materials	1.1 Determine intended recipients and purpose of incoming written materials with assistance from others. 1.2 Identify and use key points to record, store or forward incoming materials. 1.3 Use information from tables, charts and other graphic information to plan and organise work. 1.4 Read and follow procedural information to implement workplace routines or remedy problems. 1.5 Seek assistance with difficult or ambiguous materials.
2. Prepare routine written materials	2.1 Confirm and follow requirements of written materials in accordance with standard templates. 2.2 Include information that is accurate, clear and concise and meets organisational guidelines for the type of document. 2.3 Check material to ensure correct grammar, spelling and punctuation, and to correct any inaccuracies in content. 2.4 Present written information in accordance with organisational standards for format and accuracy. 2.5 Prepare and submit written information for approval/final editing within required timeframes.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV208A Write routine workplace materials.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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