



Australian Government

PSPGEN034 Compose complex workplace documents

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 PSPGOV413A Compose complex workplace documents. • Unit code updated • Content and formatting updated to comply with the new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to compose written complex workplace documents. It includes interpreting and evaluating workplace information and editing.

This unit applies to those working in generalist and 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 independently performing complex tasks in a range of contexts.

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 outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Interpret and evaluate workplace information	1.1 Seek information from inside and outside the organisation and analyse sources for reliability. 1.2 Distinguish cultural context of the information and use to aid in interpretation. 1.3 Analyse information for relevance to own work and seek assistance with interpretation of complex materials. 1.4 Identify assumed prior knowledge underpinning workplace information and gather additional information if necessary. 1.5 Advise implications of information to relevant personnel.
2. Compose complex written materials	2.1 Determine the purpose, objectives and format for the materials. 2.2 Seek, collate and assess information to inform the document. 2.3 Determine content, structure and sequencing of materials in line with the purpose and intended audience. 2.4 Consider options for inclusion. 2.5 Assess possible impact on the target audience and counter potential criticism where necessary. 2.6 Review composed material to confirm objectives, organisational and legislative requirements are met, and submit materials within required timeframes.
3. Edit written material	3.1 Confirm intent of the communication. 3.2 Check content and proofread for grammar, spelling and punctuation. 3.3 Assess communication in light of the needs of the intended audience. 3.4 Make recommendations for improvement if necessary and record. 3.5 Amend information if required, and submit for approval.

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 PSPGOV413A Compose complex workplace documents.

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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