



Australian Government

PSPGEN055 Refine 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 PSPGOV513A Refine complex workplace documents. • 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 refine complex written workplace communication at a level where preliminary research or documents may have been prepared by others as input, and final documents are being prepared. It includes critical analysis of workplace information, composition, revision and refinement to meet workplace requirements.

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 autonomously performing complex tasks in a range of familiar and unfamiliar 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	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. Analyse information	1.1 Test information for relevance, reliability, consistency and usefulness to the task. 1.2 Separate fact from opinion and identify underlying values and beliefs. 1.3 Take into account cultural context of the information in the analysis. 1.4 Recognise stereotypes, bias, prejudice and motive. 1.5 Draw conclusions and prepare and submit a critical analysis with supporting evidence.
2. Refine complex documents	2.1 Confirm the purpose, audience and objectives of complex documents. 2.2 Approve structure and content of document in line with the purpose and intended audience. 2.3 Undertake a risk assessment and implement risk management in relation to document preparation and content, in accordance with the nature and classification of the material. 2.4 Analyse information and/or documents provided by others for bias, gaps, the influence of values, attitudes and context, conflicting advice and/or evidence and political implications. 2.5 Synthesise information and prepare and submit documents. 2.6 Provide feedback to contributors of documents to improve future input.

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 PSPGOV513A Refine 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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