



Australian Government

Assessment Requirements for PSPGEN139

Compose workplace documents

Release: 1

Assessment Requirements for PSPGEN139 Compose workplace documents

Modification History

Supersedes and is equivalent to PSPGEN020 Compose workplace documents.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- read and write at a level to address the requirements of workplace documents
- integrate information from more than one source to generate meaning
- link ideas in written material through selection and use of words, grammatical structures, headings and punctuation appropriate to the purpose
- use spelling, punctuation and grammar for accuracy in workplace documents.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation related to the workplace
- regulations, policies, procedures and guidelines relating to written communication in the organisation, including those related to:
 - privacy
 - freedom of information
 - information security
 - confidentiality
 - copyright and intellectual property
- principles of effective written communication
- differences in register and style between workplace communications for different purposes
- organisational protocols for written communication
- organisational policy for paper-based and electronic recordkeeping
- ergonomic requirements for office work
- environmental policy requirements for the workplace, including paper use, wastage and recycling.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- regulations, policies, procedures and guidelines relating to written communication in the organisation
- information used to inform writing of workplace documents.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>