



Australian Government

PSPGEN139 Compose workplace documents

Release: 1

PSPGEN139 Compose workplace documents

Modification History

Supersedes and is equivalent to PSPGEN020 Compose workplace documents.

Application

This unit describes the performance outcomes, skills and knowledge required to interpret and compose a range of workplace documents from a number of sources.

This unit applies to those working in public sector roles under supervision, performing routine tasks in a range of familiar contexts. It may also be applied to anyone working in a similar organisational context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1.1. Interpret written information.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Scan workplace materials to identify the subject and key information for using or reporting to others.
- 1.2. Locate specific information in procedural manuals and codes of practice.
- 1.3. Identify information in written materials for summaries, short reports and responses to requests.
- 1.4. Identify cultural context and assumed prior knowledge needed for interpretation of workplace information.
- 1.5. Seek assistance to interpret complex materials.

- 1.2. Compose written materials.
 - 2.1. Comply with established protocols for written materials.
 - 2.2. Plan material in terms of structure, level of formality and key information to be included, ensuring it meets the needs of the intended audience.
 - 2.3. Draft text according to document purposes and requirements.
 - 2.4. Check material for readability, grammar, spelling and punctuation, and to correct any inaccuracies or gaps in content.
 - 2.5. Review and incorporate any amendments in final copy.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN020 Compose workplace documents.

Links

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

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>