



Australian Government

Assessment Requirements for PSPGEN141

Compose complex workplace documents

Release: 1

Assessment Requirements for PSPGEN141 Compose complex workplace documents

Modification History

Supersedes and is equivalent to PSPGEN034 Compose complex 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:

- integrate information from diverse sources to generate content
- write and sequence abstract concepts according to the required purpose of written material
- link complex ideas in written material through selection and use of words, grammatical structures, headings and punctuation appropriate to the purpose.

Knowledge Evidence

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

- legislation, regulations, policies, procedures and guidelines relating to written communication including those related to:
 - privacy
 - freedom of information
 - information security
 - confidentiality
 - copyright and intellectual property
- principles of effective written communication for materials dealing with complex concepts or with complex structure
- differences in register and style between workplace communication for different purposes
- style manual requirements
- organisational requirements for complex written communication
- channels of communication and processes for obtaining advice and approvals
- organisational policy for recordkeeping and security – paper based and electronic.

Assessment Conditions

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

Assessment must ensure access to:

- legislation, regulations, policies, procedures and guidelines relating to written communication

- organisational protocols for written communication
- style manual
- information used to inform writing of complex 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>