



Australian Government

PSPGEN141 Compose complex workplace documents

Release: 1

PSPGEN141 Compose complex workplace documents

Modification History

Supersedes and is equivalent to PSPGEN034 Compose complex workplace documents.

Application

This unit describes the performance outcomes, skills and knowledge required to compose written complex workplace documents.

This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work independently, performing complex tasks in a range of contexts.

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. Interpret and evaluate workplace information.

PERFORMANCE CRITERIA

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

- 1.1. Gather information from inside and outside the organisation and analyse sources for reliability.
- 1.2. Distinguish context for 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 people.

2. Compose complex written materials.
 - 2.1. Determine the purpose, objectives and format for the materials.
 - 2.2. Access, collate and assess information to inform the document.
 - 2.3. Determine content, structure and sequencing of materials in line with purpose and intended audience.
 - 2.4. Consider options for inclusion.
 - 2.5. Assess possible impact on target audience and counter potential issues and conflicts.
 - 2.6. Review composed material to confirm objectives, organisational and legislative requirements are met.
 - 2.7. Submit materials for approval within required timeframes.
3. Edit written material.
 - 3.1. Confirm intent of the communication.
 - 3.2. Check content and proofread for errors.
 - 3.3. Assess communication according to needs of the intended audience.
 - 3.4. Make recommendations for improvement and record.
 - 3.5. Amend information and submit for approval.

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 PSPGEN034 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>

Assessment Requirements for PSPGEN141 Compose complex workplace documents

Modification History

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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.

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