



Australian Government

PSPGEN142 Refine complex workplace documents

Release: 1

PSPGEN142 Refine complex workplace documents

Modification History

Supersedes and is equivalent to PSPGEN055 Refine complex workplace documents.

Application

This unit describes the performance outcomes, skills and knowledge 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.

This unit applies to those working in generalist and specialist roles within the public sector. Those undertaking this unit work autonomously, performing complex tasks in a range of familiar and unfamiliar 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. Analyse information.

PERFORMANCE CRITERIA

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

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. Recognise information that is not inclusive or consistent with equity and inclusion principles.

1.4. 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 or documents provided by others for inclusive language, the influence of values, attitudes and context, conflicting advice and 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 essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN055 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>

Assessment Requirements for PSPGEN142 Refine complex workplace documents

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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:

- read and write at a level to address requirements of complex and sensitive workplace materials
- use spelling, punctuation and grammar for accuracy in workplace documents
- provide feedback on other people's work suited to workplace and individual requirements.

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 in the public sector, including those related to:
 - privacy
 - freedom of information
 - information security
 - confidentiality
 - copyright and intellectual property
- critical analysis of complex information
- politically and culturally sensitive documents
- organisational requirements for complex written documents
- principles of equity and inclusion and how they relate to written documents
- evidence-based decision-making principles
- style manual requirements.

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
- 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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