



Australian Government

PSPGEN142 Refine complex workplace documents

Release: 1

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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	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Analyse information.	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>