



Australian Government

Assessment Requirements for PSPGEN143

Prepare high-level written communication

Release: 1

Assessment Requirements for PSPGEN143 Prepare high-level written communication

Modification History

Supersedes and is equivalent to PSPGEN071 Prepare high-level written communication.

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 complex and sensitive workplace materials including identifying:
 - subtext
 - significant inclusions and exclusions
 - values, attitudes and bias
 - assumptions
- critically analyse and synthesise information to compose complex written documents
- research pertinent information, including supporting and opposing position papers
- refine content, structure and sequence according to the required purpose of written material
- analyse and use language structures and features that influence the interpretation of written communication
- use spelling, punctuation and grammar for accuracy in workplace documents
- provide feedback on other people's work in ways suited to workplace and individual requirements and include creation of learning opportunities to improve research, and document input
- address equity and inclusion requirements in written communication.

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 in a government context
- risk assessment and management procedures in relation to document preparation

- politically and culturally sensitive documents
- evidence-based decision-making principles
- organisational requirements for complex written documents
- government style manual requirements
- persuasive written language devices and their ethical use for calculated effect
- inclusive language conventions in written communications.

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
- subject matter used in high-level written communication.

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>