



Australian Government

SFIXSI102 Communicate in the seafood industry

Release: 1

SFIXSI102 Communicate in the seafood industry

Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

Application

This unit of competency describes the skills and knowledge required to communicate in the seafood industry. It includes the ability to read and interpret instructions, locate information, participate in workplace discussions and record workplace data that requires the calculation of workplace measures.

The unit applies to individuals who work in the seafood industry and perform a range of routine and predictable activities that require fundamental communication skills in a defined context under the direction of a supervisor.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Cross Sector (XSI)

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. Perform routine workplace duties following simple written notices	1.1 Read and interpret written workplace notices 1.2 Follow routine written instructions or procedures in sequence 1.3 Seek clarification when any instruction or procedure is not understood
2. Interpret written	2.1 Locate specific information relevant to work purpose

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
material	2.2 Interpret key written information relevant to work purpose
3. Follow simple spoken messages	3.1 Listen to and interpret spoken information 3.2 Follow instructions or procedures in appropriate sequence for task and according to information received 3.3 Seek clarification when instruction or procedure is not understood
4. Participate in team discussion	4.1 Attend team meetings according to scheduled time 4.2 Express own opinions clearly and listen to those of others without interruption 4.3 Conduct discussion with others in a courteous manner appropriate to audience and cultural background 4.4 Ask and respond to questions about simple routine workplace procedures and matters concerning conditions of employment
5. Complete work related documents	5.1 Complete forms relating to conditions of employment accurately and legibly 5.2 Complete forms documenting routine tasks accurately and legibly
6. Estimate, calculate and record routine workplace measures	6.1 Make estimates of routine workplace measures 6.2 Calculate routine workplace measures using basic arithmetic processes 6.3 Record workplace data on workplace forms and documents 6.4 Identify and rectify errors in recording information on forms and documents

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Navigate the world of work	- Identifies, with guidance, main tasks, rights and responsibilities of own role - Meets a limited range of explicit workplace conventions and

Skill	Description
	protocols
Interact with others	Recognises basic values, beliefs and cultural expectations of others
Get the work done	Recognises and seeks guidance to correct simple problems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
SFIXSI102 Communicate in the seafood industry	SFICORE103C Communicate in the seafood industry	Updated to meet Standards for Training Packages Unit sector revised Minor amendments to elements and performance criteria for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>

Assessment Requirements for SFIXSI102 Communicate in the seafood industry

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has applied basic communication techniques in the workplace, including:

- completing at least three day-to-day routine tasks in the workplace complying with instructions and displayed work-related notices
- participating effectively in one workplace discussion
- completing a work-relevant form that includes the estimation and calculation of a workplace measure.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- communication procedures, systems and technology relevant to the workplace and the individual's work responsibilities
- different communication styles
- barriers to communication
- forms used in the workplace
- basic mathematical processes of addition, subtraction, division and multiplication, and estimating measures.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a seafood industry workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- notices commonly found in the workplace
- simple forms and documents
- specifications:
 - instructions or procedures for routine tasks
 - tasks or activities requiring calculation of routine data and recording of basic information
- relationships:
 - evidence of interactions with supervisor and team members.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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