

**PART A**

**RTC2801A Participate in Workplace Communications**

**Purpose:**

This competency standard covers the process of effectively participating in workplace communications. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace requirements, complete relevant work related documents, and participate in workplace meetings and discussions. Participating in workplace communications requires an understanding of different modes of communication, basic mathematical processes, and knowledge of communication procedures and systems and technology relevant to the enterprise and the individual's work responsibilities.

<b>LEARNING OBJECTS</b>	<b>Level</b>	<b>Object No</b>
<b>SHEARING SHED TEAMWORK</b>		
<i>Assessment Component</i>		
• Communicate effectively and work cooperatively in the shearing shed.	<b>2</b>	<b>1</b>
<i>Underpinning Topics</i>		
<b>SHEARING SHED RECORDING AND REPORTING</b>		
<i>Assessment Component</i>		
• Monitor, record and report information in the shearing shed.	<b>2</b>	<b>2</b>
<i>Underpinning Topics</i>		
• Make estimations, obtain measurements, perform • calculations and record results.		<b>3</b>



**PART B**

## RTC2801A Participate in workplace communications

This competency standard covers the process of effectively participating in workplace communications. It requires the ability to follow simple spoken messages, perform routine workplace duties, follow simple written notices, obtain and provide information in response to workplace requirements, complete relevant workplace documents, and participate in workplace meetings and discussions.

<b>Trainee Name:</b>	<b>Signed:</b>
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**KNOWLEDGE REQUIREMENTS COMPLETED**

<i>Learning Objects</i>	<i>Date</i>	<i>Trainer</i>
<b>1</b> Shearing Shed Teamwork		
<b>2</b> Shearing Shed Recording and Reporting		

**PERFORMANCE REQUIREMENTS COMPLETED**

<i>Learner can...</i>	<i>Date</i>	<i>Workplace Verification by...</i>
<b>Follow routine spoken messages</b> <ul style="list-style-type: none"> <li>• Follow safety directions.</li> <li>• Communicate with shed manager and team.</li> <li>• Respond to spoken directions.</li> </ul>		
<b>Perform workplace duties following routine written notices</b> <ul style="list-style-type: none"> <li>• Follow written notices and instructions. (eg. operating instructions and safety notices).</li> </ul>		
<b>Obtain and provide information in response to workplace requirements</b> <ul style="list-style-type: none"> <li>• Report information about shed activities. (eg. numbers of sheep in pens, mob cut outs, need to remove and store butts, injured or fly struck sheep).</li> </ul>		
<b>Complete relevant work related documents</b> <ul style="list-style-type: none"> <li>• Complete employment forms.(eg. taxation declaration).</li> <li>• Complete work documents. (eg. enter information into wool book or tally book).</li> </ul>		
<b>Participate in workplace meetings and discussions</b> <ul style="list-style-type: none"> <li>• Participate in discussion about shed operations. (eg. shed layout, shed duties, operational requirements, shearing conditions)</li> </ul>		

**CONTEXT OF ASSESSMENT**

<i>Shed details</i>				
Brand				
Address				
Number of stands		Sheep shorn per day		Number of shed staff

**ASSESSMENT PROCESS**

Essential Knowledge	
Skills application	
Contingency	

**EVIDENCE SOURCES FOR ASSESSMENT**

<input type="checkbox"/> Workplace observation	
<input type="checkbox"/> Written/ oral questioning	
<input type="checkbox"/> Practical skills test	
<input type="checkbox"/> Third party report	
<input type="checkbox"/> Project	
<input type="checkbox"/> Other	

**WHO CONTRIBUTED TO EVIDENCE COLLECTION?**

Name	
Address	
Industry role	
<input type="checkbox"/> Competent	
<input type="checkbox"/> Not yet competent	

Assessor		Signed			
RTO		Phone		Date	