Modification history

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

| SFIXSI103 | Communicate in the seafood industry |
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| 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 occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Cross Sector (XSI) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 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. Locate specific information in written material | 2.1 Locate specific information relevant to purpose  2.2 Interpret key written information relevant to purpose |
| 3. Follow simple spoken messages | 3.1 Listen 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 discussion to clarify issues, solve problems or consolidate working relations | 4.1 Attend team meetings on 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 age and cultural background  4.4 Ask and respond to questions about simple routine workplace procedures and matters concerning conditions of employment |
| 5. Complete relevant 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. | |
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| Skill | Description |
| Navigate the world of work | * With guidance identify main tasks, rights and responsibilities of own role * Meet a limited range of explicit workplace conventions and protocols |
| Interact with others | * Recognise basic values, beliefs and cultural expectations of others |
| Get the work done | * Recognise and seek guidance to correct simple problems |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| SFIXSI103 Communicate in the seafood industry | SFICORE103C Communicate in the seafood industry | Updated to meet Standards for Training Packages.  Unit sector revised. | Equivalent unit |

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

| TITLE | Assessment requirements for SFIXSI103 Communicate in the seafood industry |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that the individual has applied 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 |
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| Assessment of this unit of competency 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: * 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. |

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