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CHCINM001 Meet statutory and organisation information requirements

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# Modification History

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| --- | --- |
| Release | Comments |
| Release 2 | Minor change to application and performance criteria. |
| Release 1 | This version was released in CHC Community Services Training Package release 2.0 and meets the requirements of the 2012 Standards for Training Packages.  Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence. |

# Application

This unit describes the skills and knowledge required to ensure effectiveness and efficiency of the organisation’s information system.

This unit applies to work in a range of contexts where work may be carried out by senior workers working autonomously within broad guidelines.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA | |
| --- | --- | --- |
| Elements define the essential outcomes | | Performance criteria specify the level of performance needed to demonstrate achievement of the element |
| 1. Identify and address information requirements | 1.1 Use appropriate mechanisms to identify organisation and statutory information requirements  1.2 Identify gaps or inadequacies in the organisation’s information systems  1.3 Analyse the cause and effect of breakdowns in methods of recording, storing and accessing information, and take corrective action  1.4 Collect, analyse and report on information needs to inform decision-making | |
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| 2. Review options for information management | 2.1 Identify and evaluate sources of information  2.2 Identify, evaluate and prepare options for the development of information systems in consultation with users  2.3 Identify, calculate and evaluate financial and technological resources required for systems | |
|  |  | |
| 3. Establish and manage systems to record and store information | 3.1 Develop, implement and document systems that meet organisation and statutory information requirements for recording, storing and accessing information  3.2 Implement strategies to address gaps in meeting current information requirements in consultation with stakeholders | |
| 4. Develop staff and resources | 4.1 Analyse staff training needs in relation to information systems and in accordance with legislative and organisation requirements  4.2 Organise training or retraining in accordance with identified training needs  4.3 Develop guidelines in consultation with stakeholders to guide production of resources  4.4 Source appropriate expertise to develop information and training resources  4.5 Support and supervise the development of information and educational resources | |
|  |  | |
| 5. Evaluate and maintain quality information systems | 5.1 Evaluate the effectiveness, efficiency, security and integrity of information systems used to record and store information and introduce new methods  5.2 Monitor validity, currency and usefulness of information and take appropriate actions for disposal or storage  5.3 Evaluate progress in developing information systems and training resources in collaboration with users  **DRAFT**  5.4 Implement strategies to continuously improve effectiveness of information systems and resources | |

# Foundation Skills

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| The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance. |
| Foundation skills essential to performance are explicit in the performance criteria of this unit of competency. |

# Unit Mapping Information

No equivalent unit.

# Links

Companion Volume implementation guides are found in VETNet -

Assessment Requirements for CHCINM001 Meet statutory and organisation information requirements

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| --- | --- |
| Release | Comments |
| Release 2 | Minor change to wording in performance criteria. |
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# Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

* established and managed 1 organisation or departmental information system:
* assessed and analysed information requirements in consultation with stakeholders
* reviewed options for system, including financial and technological resource requirements
* designed and documented system
* implemented processes to support information management system and development of information resources
* evaluated information management system against objectives

# Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

* workload analysis models and systems
* relevant policy and procedures and work systems
* systems analysis models and theories
* legal and ethical considerations relating to organisation and statutory information requirements
* range of current and emerging information technology relevant to addressing organisation information requirements

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* consultation processes and techniques
* training needs analysis
* communication dissemination models

# Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

* use of suitable facilities, equipment and resources, including:
* current information and communication technology (ICT) systems
* statutory requirements
* modelling of industry operating conditions

# Links

Companion Volume implementation guides are found in VETNet -