



Australian Government

BSBINM401 Implement workplace information system

Release: 1

BSBINM401 Implement workplace information system

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to implement and review the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information which plays a significant part in the organisation's effectiveness.

It applies to individuals whose work will normally be carried out within routine and non-routine methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1 Identify and source information needs | 1.1 Determine and locate information required by teams 1.2 Acquire and review information held by the organisation to determine suitability, accessibility, currency and reliability according to organisational policies |
| 2 Collect, analyse and report information | 2.1 Collect information, which is adequate and relevant to the needs of teams, in a timely manner 2.2 Ensure information is in a format suitable for analysis, interpretation and dissemination 2.3 Analyse information to identify and report relevant trends and |

| ELEMENT | PERFORMANCE CRITERIA |
|--|--|
| | developments in terms of the needs for which it was acquired |
| 3 Implement information systems | <p>3.1 Implement management information systems effectively to store, retrieve and regularly review data for decision making purposes</p> <p>3.2 Use technology available in the work area to manage information effectively</p> <p>3.3 Submit recommendations for improving the information system to designated persons and/or groups</p> |
| 4 Prepare for information system changes | <p>4.1 Collect information about information system future needs in consultation with colleagues, including those who have a specialist role in resource management</p> <p>4.2 Ensure estimates of information system future needs reflect the organisation's business plans, and customer and supplier requirements</p> <p>4.3 Support proposals to secure resources by clearly presenting submissions that describe realistic options, benefits, costs and outcomes</p> <p>4.4 Prepare team members to work with new technology and information system changes</p> |

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

| Skill | Performance Criteria | Description |
|--------------------|--|--|
| Reading | 1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3, 4.4 | <ul style="list-style-type: none"> Critically analyses complex documentation from a variety of sources and consolidates information relating to specific criteria to determine requirements |
| Writing | 1.2, 2.1, 2.3, 3.1, 3.3, 4.1, 4.2, 4.3, 4.4 | <ul style="list-style-type: none"> Develops material for a specific audience using clear and detailed language in order to convey explicit information, requirements and recommendations |
| Oral Communication | 1.1, 3.3, 4.1, 4.3, 4.4 | <ul style="list-style-type: none"> Uses active listening and questioning and reading of verbal and non-verbal signals to convey and clarify information and to confirm understanding |
| Numeracy | 4.1-4.3 | <ul style="list-style-type: none"> Selects from and uses a variety of developing mathematical and problem solving strategies to ensure |

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| | | estimates of information reflect the business plan and staff requirements |
| Navigate the world of work | 1.2 | <ul style="list-style-type: none"> Takes responsibility for following policies, procedures and legislative requirements and identifies organisational implications of new legislation or regulation |
| Interact with others | 1.1, 3.3, 4.1, 4.3, 4.4 | <ul style="list-style-type: none"> Selects and uses appropriate conventions and protocols when communicating with clients and co-workers in a range of work contexts Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met |
| Get the work done | 1.1, 1.2, 2.1, 2.3, 3.1, 3.2, 4.1, 4.2 | <ul style="list-style-type: none"> Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes Contributes to continuous improvement of current work practices by applying basic principles of analytical thinking Uses familiar digital technologies and systems to access, enter, present and communicate data and information |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|---|--|---|--------------------|
| BSBINM401 Implement workplace information system | BSBINM401A Implement workplace information system | Updated to meet Standards for Training Packages | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>