



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **SUGEACW3A Analyse and convey workplace information**

**Revision Number: 1**

## **SUGEACW3A Analyse and convey workplace information**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This is an Elective unit. It covers the skills and knowledge required to analyse and interpret information. It also involves preparing and presenting information to others. The presentation component of this unit supports the communication requirements for delivering workplace training.

This unit is based on and equivalent to FDFCORCOM3 Analyse and convey workplace information.

### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

### **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

<b>Element</b>	<b>Performance criteria</b>
1. Manage information	<ul style="list-style-type: none"><li>1.1 Information requirements are identified</li><li>1.2 Information systems are used to store, retrieve and update information</li><li>1.3 Consultative processes are used to collect and convey information</li><li>1.4 Methods used to collect, store, retrieve and convey information are reviewed and improved</li></ul>
2. Analyse information	<ul style="list-style-type: none"><li>2.1 Information is stored and collected in a format suitable for analysis and interpretation</li><li>2.2 Information collection is timely and relevant to the needs of individuals and teams</li><li>2.3 Information is collected, analysed and interpreted</li></ul>
3. Present information	<ul style="list-style-type: none"><li>3.1 Information is effectively communicated to individuals and groups</li><li>3.2 Communication takes into account social and cultural differences</li></ul>

## Required Skills and Knowledge

Not applicable.

## Evidence Guide

### Evidence guide

The assessment process must address all of the following items of evidence.

#### Ability to:

1. Facilitate consultative processes
2. Use information storage and retrieval systems to access store and update information
3. Select appropriate methods to communicate with different audiences in the workplace
4. Collect information in appropriate format
5. Analyse and interpret information
6. Select appropriate presentation methods to convey information for different purposes
7. Structure information in a logical sequence
8. Recommend improvements to information management practices

#### Knowledge of:

9. Information recording, storage and retrieval systems
10. Consultative and group processes
11. Data collection and analysis techniques as required
12. Meeting procedures
13. Presentation techniques

### Relationship with other standards

#### *Pre-requisite units*

There are no pre-requisite units for this competency standard.

#### *Co-assessment of related units*

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

### Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- Opportunities to interact with others using typical workplace communication processes
- Typical group forums which can include work groups and committees
- Typical workplace information
- Standard forms and equipment (as required) for recording workplace information
- Information storage and retrieval systems

### Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

## Range Statement

### Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, manufacturer's recommendations, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice
- Subjects for communication may be of a general, procedural or technical nature. They can also include providing feedback to individuals on work performance and discussing issues which may be of a sensitive and/or confidential nature
- Every day workplace language is used. This may include technical terms
- Communication systems reflect the culture of the workplace and the workforce
- Information may be presented verbally, in written and screen-based forms. It can also include technical drawings, diagrams and graphs
- Data analysis can include techniques appropriate to work responsibilities such as statistical analysis, troubleshooting and problem solving and planning
- Interactive communication processes include active listening, constructive feedback, negotiation and conflict resolution
- Work may require the ability to work within a team environment
- Group processes may include formal meeting procedures and informal group processes
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## **Unit Sector(s)**

Not applicable.