



Australian Government

Assessment Requirements for AHCILM404 Record and document Community history

Release: 1

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Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- record and document Community history in accordance with Community protocols and permissions
- prepare for interviews by identifying topics, people to be interviewed, questions and interview processes and checking equipment
- identify appropriate individuals or groups for interviews and obtain necessary permissions
- use communication skills and language appropriate to the interviewee
- set up all recording equipment according to enterprise procedures and needs of interview processes
- conduct either individual or group interviews to elicit a wide range of information
- take detailed notes of conversations for further reference and to help source supporting information
- transcribe and edit information, using supporting documentation where possible
- store recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements according to enterprise procedures

Knowledge Evidence

The candidate must demonstrate knowledge of:

- background and context of subject areas covered in the interviews/sessions
- objectives of the natural and/or cultural resource research
- range of communication approaches
- relevant cultural protocols
- enterprise procedures relating to the recording, management and storage of oral and community information
- recording techniques and media

- set-up and use of microphones and video cameras
- use of still cameras
- Community protocols, customs and Cultural Authorities for recording cultural knowledge and history

Assessment Conditions

Assessment must comply with Community protocols and be supported by Elders and Custodians of Country.

Assessors must satisfy current Standards for RTOs.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>