



**Australian Government**

**AHCILM404 Record and document  
Community history**

**Release: 1**

## AHCILM404 Record and document Community history

### Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

### Application

This unit of competency describes the skills and knowledge required to record and document Community history.

All work is done according to enterprise procedures and cultural protocols.

This unit applies to individuals who demonstrate autonomy, judgement and limited responsibility for others in known or changing contexts.

Cultural beliefs and practices vary across locations and communities and in some situations non-Aboriginal learners may not be able to access the cultural knowledge or materials required to achieve competency in this unit due to restrictions that are applied to non-Aboriginal people gaining access to cultural knowledge, material or sites. In these situations the Registered Training Organisation will be required to make alternative arrangements for learners that are still consistent with the delivery and assessment requirements for this unit.

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

### Pre-requisite Unit

Nil.

### Unit Sector

Indigenous Land Management (ILM)

### Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for interviews with Community	1.1 Determine purpose and objectives of interviews 1.2 Research background to topic and events

Element	Performance criteria
members	1.3 Identify people (narrators) who may be able to provide information on topic and events 1.4 Develop process for individual or group sessions with narrators according to topic and events to be covered 1.5 Develop and check basic questions for interviews with narrators 1.6 Obtain and check equipment, locations and other resources 1.7 Obtain permissions from Cultural Authority to conduct interviews about Community history and culture 1.8 Invite selected narrators
2. Conduct interviews with Community members	2.1 Explain oral history process to narrators to obtain their consent to record and use information provided 2.2 Set up and test recording equipment for operation 2.3 Identify recording media for later reference 2.4 Follow cultural protocols and use appropriate language 2.5 Use basic questions to initiate the interview 2.6 Take notes to identify supplementary questions and to support recording media 2.7 Manage interview process to obtain expected and unexpected information, including memories of incidents 2.8 Support narrator to express memories and opinions in an uncritical and positive setting 2.9 Provide positive feedback on the narrator's assistance 2.10 Manage the environment and distractions to maintain a positive response from the narrator 2.11 Manage session lengths to avoid tiring narrators and interviewer
3. Transcribe and edit information	3.1 Handle recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements 3.2 Transcribe interviews according to agreements with narrators 3.3 Provide draft written or oral transcripts to narrators for editing according to agreement with narrators 3.4 Complete editing according to narrator's wishes 3.5 Record and manage information on narrator's doubts or hesitancy on certain facts, and conflicting information between interviews separately from transcripts
4. Store records	4.1 Store recorded media and transcripts to maintain recording quality, accuracy, security and privacy requirements 4.2 Control access to records according to the narrator's wishes

## Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

## Unit Mapping Information

This unit is equivalent to AHCILM404A Record and document community history.

## Links

Companion Volume implementation guides are found in VETNet -

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