



Australian Government

**Assessment Requirements for
AHCOCM404 Record and document
Aboriginal and/or Torres Strait Islander
Community history**

Release: 1

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Modification History

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has recorded and documented a piece of Aboriginal and/or Torres Strait Islander Community history and has:

- recorded and documented Community history according to local Community protocols and permissions
- discussed sensitive topics with Cultural Authorities to avoid distressing Community members
- prepared for interviews by identifying topics, people to be interviewed, questions and interview processes and equipment to be used
- complied with principles of Indigenous Cultural and Intellectual Property (ICIP) and copyright requirements
- identified appropriate individuals or groups for interviews and obtained necessary permissions
- set up all recording equipment according to procedures and to accommodate the needs for interviews
- conducted individual or group interviews to elicit a wide range of information
- provided feedback to participants and organisation following interviews
- taken detailed notes of conversations for further reference and to help source supporting information
- transcribed and edited information, using supporting documentation where possible
- stored recorded media and transcripts to maintain recording quality and accuracy, and security and privacy requirements.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- objectives of the cultural research
- background and context of subject areas covered in the interviews/sessions
- sensitive topics in Aboriginal and/or Torres Strait Islander histories including:
 - British colonisation
 - Stolen Generations
 - displacement
 - historical and current injustices
- necessary permissions required for collection of information including:
 - recording of information
 - storage of information
 - use of information
 - sharing of information
- methods for recording and reporting consultations and interviews including:
 - note taking
 - formal documentation
 - electronic recording
 - formal and informal presentations
- relevant cultural protocols, including principles of free, prior and informed consent
- principles of ICIP and copyright relevant to the cultural rights and responsibilities of the local Aboriginal and/or Torres Strait Islander Community
- organisation procedures relating to the recording, management and storage of oral and community information
- recording techniques and use of media devices, including:
 - digital recording
 - cameras
 - video cameras
 - microphones
- operating instructions for set-up and use of microphones, still cameras and video cameras
- Community protocols, and appropriate Cultural Authorities for recording cultural knowledge and history.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - recording equipment relevant to documenting Aboriginal and/or Torres Strait Islander Community history

- specifications:
 - specific legislation/codes of practice relevant to recording and documenting Aboriginal and/or Torres Strait Islander Community history
- relationships:
 - local Community Elders and/or Custodians.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In addition, the following specific assessor requirements apply to this unit:

- Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:

an Aboriginal and/or Torres Strait Islander Elder and/or Custodian or:

- accompanied by, and/or in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local cultural protocols.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>