Australian Government

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.

Application

This unit of competency describes the skills and knowledge required to record and document Aboriginal and/or Torres Strait Islander Community history.

All work is done according to organisational procedures and local Aboriginal and/or Torres Strait Islander Community cultural protocols.

Cultural beliefs and practices vary across locations and Communities and in some situations non-Aboriginal and/or Torres Strait Islander 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 and/or Torres Strait Islander people gaining access to cultural knowledge, material or sites. Please refer to Assessment Conditions for guidance.

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

Pre-requisite Unit

Nil

Unit Sector

On Country Management (OCM)

Elements and Performance Criteria

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

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Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	1.3 Identify sensitive topics that may cause distress and communicate to management
	1.4 Identify local Community members (Narrators) who can provide information on topic and events
	1.5 Develop process for individual or group sessions with Narrators according to topic and events to be covered
	1.6 Develop and check questions for interviews with Narrators
	1.7 Obtain and check equipment, locations and other resources
	1.8 Obtain permissions from local Cultural Authority and Community members to conduct interviews about Community history and culture
2. Conduct interviews with Community members	2.1 Explain interview process to Narrators to obtain their informed consent to record and use information provided
	2.2 Set up and test recording equipment for operation
	2.3 Follow cultural protocols and use appropriate language
	2.4 Initiate the conversation using culturally appropriate communication
	2.5 Take notes to identify supplementary questions
	2.6 Manage communication process to obtain expected and unexpected information
	2.7 Support narrator and provide positive feedback
	2.8 Manage the environment, distractions and session length
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
	3.4 Complete editing
4. Store records	4.1 Obtain permissions from local Cultural Authorities and/or Community members for storage of records, media and transcripts
	4.2 Store recorded media and transcripts to maintain recording quality, accuracy, security and privacy requirements
	4.3 Ensure confidentiality measures are implemented to control access to records

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	• Interpret, analyse and extract information from a range of sources, including legal documents, policies and procedures
Oral communication	• Use culturally appropriate verbal and non-verbal communication

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCOCM404 Record and document Aboriginal and/or Torres Strait Islander Community history	AHCILM404 Record and document Community history	Title updated

Application updated

Elements and Performance Criteria revised for clarity

Foundation Skills added

Performance Evidence, Knowledge Evidence and Assessment Conditions updated | Not equivalent |

Links

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