



Australian Government

BSBINM601 Manage knowledge and information

Release: 1

BSBINM601 Manage knowledge and information

Modification History

| Release | Comments |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

Application

This unit describes the skills and knowledge required to develop and maintain information processing systems to support decision making; and to optimise the use of knowledge and learning throughout the organisation.

It applies to individuals who are responsible for ensuring that critical knowledge and information are readily available to review the organisation's performance and to ensure its effective functioning. It applies to a wide range of knowledge and information such as business performance data, customer feedback, statistical data and financial data.

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

Unit Sector

Knowledge Management – Information Management

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1 Obtain information relevant to business issues | 1.1 Review staff and customer feedback and business performance data 1.2 Identify, define and analyse business problems and issues 1.3 Identify information required to reach a decision on problems/issues |

| ELEMENT | PERFORMANCE CRITERIA |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>1.4 Source and gather reliable information</p> <p>1.5 Test information for reliability and validity and reject where contradictory or ambiguous</p> <p>1.6 Utilise formal and informal networks to access corporate knowledge/memory not held in formal systems and review appropriately</p> |
| 2 Analyse information and knowledge | <p>2.1 Ensure objectives for analyses are clear, relevant and consistent with the decisions required</p> <p>2.2 Identify patterns and emerging trends correctly and interpret as to cause and effect</p> <p>2.3 Utilise statistical analyses and interpretation where appropriate</p> <p>2.4 Undertake sensitivity analysis on any proposed options</p> <p>2.5 Ensure documentation reflects a logical approach to the evaluation of the evidence and conclusions drawn</p> <p>2.6 Adjust management information systems/decision support systems to meet information processing objectives</p> |
| 3 Take decisions on business issues identified | <p>3.1 Ensure sufficient valid and reliable information/evidence is available to support a decision</p> <p>3.2 Utilise risk management plans to determine acceptable courses of action</p> <p>3.3 Utilise appropriate quantitative methods to assist decision making</p> <p>3.4 Consult specialists and other relevant groups and individuals</p> <p>3.5 Ensure decisions taken are within the delegation/accountability of the group/individual responsible</p> <p>3.6 Make decisions in accordance with organisational guidelines and procedures</p> <p>3.7 Ensure decisions taken are consistent with organisational objectives, values and standards</p> <p>3.8 Ensure decisions are taken in a timely manner</p> |
| 4 Disseminate information to the organisation | <p>4.1 Ensure advice/information needs are documented and are specific to location, format and time line requirements</p> <p>4.2 Document information and update databases regularly</p> <p>4.3 Design and test systems to meet information requirements of decision makers</p> <p>4.4 Ensure information is up-to-date, accurate, relevant and</p> |

| ELEMENT | PERFORMANCE CRITERIA |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>sufficient for the recipient</p> <p>4.5 Develop communication plans and disseminate information</p> <p>4.6 Adhere to confidentiality/privacy policies in the transmission/release of information/advice</p> <p>4.7 Review and update communication plans regularly</p> <p>4.8 Utilise technology which provides optimum efficiency and quality</p> <p>4.9 Maintain corporate knowledge and ensure security</p> |

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

| Skill | Performance Criteria | Description |
|----------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading | 1.1-1.6, 2.1-2.6, 3.1, 3.2, 3.3, 4.1-4.9 | <ul style="list-style-type: none"> Organises, evaluates and critiques ideas and information from a wide range of complex texts. Draws on a broad range of strategies to build and maintain understanding throughout complex texts. |
| Writing | 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.4, 2.5, 2.6, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.7, 4.9 | <ul style="list-style-type: none"> Generates complex written texts, demonstrating control over a broad range of writing styles and purpose Demonstrates sophisticated writing skills by selecting appropriate conventions and stylistic devices to express precise meaning |
| Oral Communication | 1.6, 3.4, 4.5 | <ul style="list-style-type: none"> Encourages discussions and applies appropriate listening and questioning techniques while consulting with specialists and other relevant personnel Presents complex information in formal situations using language, tone and pace appropriate for the audience and purpose |
| Numeracy | 1.1, 1.2, 1.5, 2.2-2.4, 3.1, 3.3, 4.3 | <ul style="list-style-type: none"> Uses highly-developed numeracy skills to interpret complex statistical and researched information, performing calculations on data to render it usable and reportable |
| Navigate the world of work | 2.6, 3.6, 3.7 | <ul style="list-style-type: none"> Works autonomously making high level decisions to achieve and improve organisational goals Takes a lead role in the development of organisational |

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|----------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>goals, roles and responsibilities</p> <ul style="list-style-type: none"> • Develops and implements strategies that ensures organisational policies, procedures and regulatory requirements are being met • Monitors and reviews the organisations policies, procedures and adherence to legislative requirements in order to implement and manage change |
| Interact with others | 1.6, 3.4, 4.5, 4.6 | <ul style="list-style-type: none"> • Uses a variety of relevant communication tools and strategies to access and share information and to build and maintain effective working relationships |
| Get the work done | 1.1-1.5, 2.1, 2.2, 2.4-2.6, 3.1-3.3, 3.6-3.8, 4.1, 4.3-4.5, 4.7, 4.8, 4.9 | <ul style="list-style-type: none"> • Plans and manages activities with implications for the whole organisation • Gathers and analyses data and seeks feedback to improve plans and processes • Makes high impact decisions, analysing input from a range of sources and, where appropriate, drawing on experience • Explores new and innovative ideas through analysis and critical thinking • Uses digital technologies to manage business operations and actively investigates new technologies for strategic and operational purposes |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|-----------------------------------------------|------------------------------------------------|-------------------------------------------------|--------------------|
| BSBINM601 Manage knowledge and information | BSBINM601A Manage knowledge and information | Updated to meet Standards for Training Packages | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>