



Australian Government

Assessment Requirements for BSBINS601 Manage knowledge and information

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage knowledge and information for an organisation or work area.

In the course of the above, the candidate must:

- source and analyse information for business decisions including:
 - identifying business problems and issues and related knowledge and data requirements
 - confirming the clear and relevant objectives for analysis of information
 - applying statistical analysis, sensitivity analysis and other techniques to draw conclusions relevant to decisions
 - ensuring sufficient valid and reliable information or evidence is available to support decisions
 - identifying and accessing sources of reliable information
 - using applicable technology
 - carrying out consultation with stakeholders and specialists
- contribute information and the outcomes of analysis to decision making
- distribute information to relevant stakeholders
- design, test and adjust information systems to meet needs and objectives.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- existing and emerging technologies and how they can be used in knowledge and information management
- statistical analysis and other quantitative methods commonly used in decision making, including:
 - correlation calculations

- short, medium-term and long-term trend analyses
- probability assessment
- dynamic programming
- linear programming
- queuing theory
- simulation
- key features of management information systems and decision support systems
- risk management plans and procedures for using to determine acceptable courses of action.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to managing knowledge and information
- workplace documentation and resources relevant to performance evidence
- relevant technology and equipment.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>