



Australian Government

CHCINM002 Meet community information needs

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to work with community groups and individuals to identify and address their information needs.

This unit applies to work at all levels in a range of community service or health contexts.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

Elements define the essential outcomes

1. Identify information requirements

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the element

1.1 Use appropriate mechanisms to identify information requirements of the community and specific groups

1.2 Collect and maintain current, accurate and comprehensive information on a range of relevant issues and services for the community or group

1.3 Identify gaps or inadequacies in the information base including out-of-date or redundant material

ELEMENT**PERFORMANCE CRITERIA**

2. Address information requirements

2.1 Where possible, access existing information sources to meet individual and community needs

2.2 Implement strategies to address any gaps in meeting current information requirements

2.3 Where new information materials need to be developed, explore and discuss options in consultation with users, colleagues and stakeholders

2.4 Identify implementation requirements in the planning of new information and/or materials

2.5 Identify appropriate formats for the presentation of information to different audiences

2.6 Develop information resources using appropriate technology

3. Evaluate and maintain quality information

3.1 Routinely evaluate adequacy of existing information sources and materials to meet community needs

3.2 Implement strategies to continuously improve effectiveness of information materials and systems

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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

Unit Mapping Information

No equivalent unit.

Links

Companion volumes from the CS&HISC website - <http://www.cshisc.com.au>