



**Australian Government**

# **Assessment Requirements for CSCORG048 Gather, analyse and report information**

**Release: 1**

# Assessment Requirements for CSCORG048 Gather, analyse and report information

## Modification History

Release 1. This is the first release of this unit of competency in the CSC Correctional Services Training Package Release 5.0

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two occasions and include:

- reading, analysing, and summarising relevant documentation
- managing and storing information in accordance with organisational procedures
- writing reports that meet the requirements of the organisation
- checking and confirming with reliable sources the accuracy and relevance of information
- submitting reports according to procedures related to urgency and risk
- gathering and analysing information from multiple sources
- determining the need for additional information and sourcing, if required
- sourcing information from relevant documentation and agencies.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- organisational policies and procedures related to interviewing, documenting, and reporting
- legislation and statutory obligations of reporting in own state or territory justice system, including legal requirements of own role and responsibilities
- types of reports required in the justice system
- security of information, confidentiality and right to information
- technical and professional language used in the work environment
- awareness of personal bias in report writing
- rules of evidence
- effective interpersonal and communication strategies
- relevant agencies and their roles.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and PPE currently used in industry.

## **Links**

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=114e25cd-3a2c-4490-baae-47d68dcd2fde>