



Australian Government

FBPSUG3008 Analyse and convey workplace information

Release: 1

FBPSUG3008 Analyse and convey workplace information

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to analyse, interpret and present information. It involves preparing and presenting information to others, including aspects of workplace training.

The unit applies to individuals working in the sugar industry who have responsibility for collecting, analysing and communicating information.

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

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage information	1.1 Identify information requirements for specific activities 1.2 Use information systems to store, retrieve and update information 1.3 Use consultative processes to collect and convey information 1.4 Review and improve methods used to collect, store, retrieve and convey information
2. Collect and analyse	2.1 Store and collect information in a format suitable for analysis and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
information	interpretation 2.2 Analyse and interpret information data and information 2.3 Ensure information collection is timely and relevant to the needs of individuals and teams
3. Present information	3.1 Communicate information effectively to individuals and groups 3.2 Ensure communication takes into account social and cultural differences 3.3 Follow appropriate meeting protocols to workplace requirements

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	Comprehend information in various sources of workplace documents
Writing	Record and present information in required format
Oral communication	Participate in conversations relevant to role by asking questions and providing explanations, as required
Navigate the world of work	Apply workplace procedures and protocols relevant to own role
Interact with others	Use communication style and language to suit the needs of others
Get the work done	Reflect on, develop and support ideas for improvement of information management

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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FBPSUG3008 Analyse and convey workplace information	FDFSUG308A Analyse and convey workplace information	Updated to meet Standards for Training Packages	Equivalent unit
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Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>