PUACOM003 Manage information

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to manage information to support the achievement of organisation's objectives. It includes identifying information needs and sources, collecting and analysing information and using information management systems to record and support results.

The unit is applicable to personnel who have responsibility for ensuring that information is collected and disseminated to team members and that data and information is stored in organisational information systems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Information

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1	**Identify information needs and sources**	1.1	Information needs of individuals and teams are determined and sources are identified
		1.2	Information held by the organisation is reviewed to

			determine suitability and accessibility
		1.3	Plans are prepared to obtain information which is not available or accessible within the organisation
2	Collect and analyse information	2.1	Collection of information is timely and relevant to the needs of the organisation, individuals and/or teams
		2.2	Information is in a format suitable for analysis, interpretation and dissemination, in accordance with organisational requirements
		2.3	Information is analysed and interpreted to identify trends
3	Use management information systems	3.1	Management information systems are used to store and retrieve data for decision making, in accordance with organisational procedures and requirements
		3.2	Technology available in work area and/or organisation is used to manage information, in accordance with organisational procedures
		3.3	Recommendations for improving the information system are submitted to designated personnel or group
4	Record and support information	4.1	Results of information gathering, analysis and synthesis are reported within specified time frames, in accordance with organisational requirements
		4.2	Results of information gathering, analysis and synthesis are reported for policy development and organisational decision making
		4.3	Information is disseminated to appropriate personnel within the specified time frame

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to PUACOM003B Manage information.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf