



Australian Government

Assessment Requirements for RIICOM301D Communicate Information

Release: 2

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Modification History

"Plan and Prepare" section added to Performance Criteria; separate elements for verbal and oral communication created.

Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant documentation, policies and procedures
- demonstrates consistent timely completion of communicate information that safely, effectively and efficiently meets the required outcomes on a minimum of three (3) separate occasions unless specified including:
 - applying technical literacy and communication skills sufficient to interpret and apply common Industry terminology, and interpret work procedures and processes
 - identifying barriers to communication and strategies to reduce barriers
 - speaking and communicating verbally with supervisors and other employees to provide information and confirm meaning
 - questioning and actively listening to others, for example when obtaining information on technical working practices
 - conducting/chairing and preparing including setting the agenda for one (1) meeting, reviewing previous minutes, determining action on agenda items, involving and engaging others in the communication throughout the meeting, assigning responsibilities for agenda items, preparing minutes of the meeting, following up on actions
 - participating in one (1) meeting including asking questions and providing responses
 - making one (1) formal presentation of meaningful information to others
 - writing one (1) negotiation strategy plan, participating in a negotiation meeting and documenting negotiation outcomes

Knowledge Evidence

The candidate must demonstrate knowledge of communicating information through:

- relevant Industry based communication requirements and systems
- topic or subject area which is the target for the communication
- knowledge of the factors for effective oral communication
- site conventions and requirements for written communications including report writing
- meeting procedures and follow-up requirements
- conducting a presentation
- basic negotiating techniques and their application

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and
- this unit must be assessed using Resources and Infrastructure Industry sector specific policies, procedures, processes and operational manuals; and,
- assessor requirements differ between sectors as follows:
 - when assessing this unit in the context of the **Drilling** sector:
 - an assessor must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through five (5) years of work in the Industry sector; or,
 - where a co-assessment or partnership arrangement exists between a qualified assessor and an Industry technical expert, the Industry technical expert can hold the unit being assessed, and/or demonstrate equivalency of skills and knowledge at the unit level. An Industry technical expert must also demonstrate a minimum of three (3) years of continuous work in the Industry sector, with the preceding one (1) year in the unit they are co-assessing; or,
 - when assessing this unit in the context of the **Metalliferous Mining** sector:
 - an assessor must demonstrate the skills and knowledge of this unit through five (5) years of current and continuous work with the Industry sector and must hold the TAE Assessor Skill Set or equivalent; or,
 - when assessing this unit in the context of the **Coal Mining** sector:
 - an assessor must demonstrate the skills and knowledge of this unit through twelve (12) month work experience in an Industry relevant to the skills being assessed within the last three (3) years; and,
 - where the assessor does not have current experience a co-assessment or partnership arrangement needs to exist between the qualified assessor and an Industry technical expert/ subject matter expert. The Industry technical expert/subject matter expert must demonstrate competency in the unit being assessed, and be currently working in the sector with a minimum of twelve (12) months' work experience within the last three (3) years; or,
 - when assessing this unit in the context of the **Extractive** sector
 - an assessor must demonstrate the skills and knowledge of this unit through five (5) years' work experience in the Industry sector; and,
 - where the assessor does not have current experience a co-assessment or partnership arrangement needs to exist between the qualified assessor and an Industry technical expert/ subject matter expert. The Industry technical expert/subject matter expert must hold the unit being assessed and be currently working in the sector with a minimum of two (2) years' of current work experience; or,
 - when assessing this unit in the context of the **Civil Construction** sector
 - an assessor must demonstrate the skills and knowledge of this unit through five (5) years' work experience in the Industry sector; and,

- where the assessor does not have current experience a co-assessment or partnership arrangement needs to exist between the qualified assessor and an Industry technical expert/ subject matter expert. The Industry technical expert/subject matter expert must hold the unit being assessed and be currently working in the sector with a minimum of two (2) years' of current work experience.

Links

SkillsDMC RII Companion Volumes - <http://www.skillsdmc.com.au/>