



Australian Government

Department of Education, Employment and Workplace Relations

SFILEAD407A Provide expert information to a resource management group

Release: 1

SFILEAD407A Provide expert information to a resource management group

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit of competency deals with the capability of resource management group or committee participants to provide constructive information and advice at meetings based on their expertise, knowledge and experience of a sector within the seafood industry. Participants must ensure that colleagues within their industry sector are informed of the group's developments and seek their input and feedback.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	<p>This unit has application for seafood industry stakeholders who represent their industry sector in natural resource management groups, and other public and industry forums. This unit is one of six sector leadership units at Certificate IV level. The leadership units are undertaken as a group and are listed as a Skill Set in the SFI10 Seafood Industry Training Package.</p>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Build and maintain a detailed knowledge of an industry sector	1.1. Knowledge of <i>products, equipment, supply chain, key stakeholders and other organisations</i> , resource management processes and policies, <i>legislation and regulations</i> and other <i>industry sectors</i> is developed and maintained. 1.2. Likely sources of <i>information</i> are identified and accessed, as required. 1.3. Relevant historical events, and the sensitivities and positions of the people involved, are recalled and applied. 1.4. <i>New developments</i> , including <i>quality and environmental requirements</i> , affecting the sector are identified and assessed for their potential impact.
2. Provide quality information to the committee	2.1. Meeting procedures are observed according to the requirements of the chairperson and the agency. 2.2. Accurate and balanced information is provided to the committee. 2.3. Information is provided to add constructively to the committee discussion or debate. 2.4. Contributions to the meeting are made in a <i>professional and ethical manner</i> .
3. Keep sector informed of committee process	3.1. Interested sector members are informed of meeting outcomes and feedback is sought. 3.2. Confidentiality and sensitivity of meeting processes is respected, where appropriate.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
<p>Required skills</p> <ul style="list-style-type: none"> • analysing the relevance, accuracy and shortcomings of information and discerning trends, issues and implications • assessing risks and opportunities implicit in new information and developments • explaining ideas and concepts to a range of audiences • identifying target groups that can use information to good effect

REQUIRED SKILLS AND KNOWLEDGE

- presenting and distributing information to constituents using effective strategies
- researching industry information
- tapping into a wide range of sources of information.

Required knowledge

- basic environmental and resource management procedures, regulations and codes of practice relevant to seafood industry sectors
- ecologically sustainable development (ESD) principles and practices, such as Environment Australia protocols
- employment and workplace safety legislation and regulations
- key seafood industry political processes
- key seafood industry stakeholders, including individuals, interest groups and organisations
- key processes or steps in the seafood supply chain
- major historical events that have shaped the sector over time
- methods of disseminating information to best effect
- new and emerging processes, technology and quality or environmental requirements
- other commercial sectors, species, products and correct marketing names
- processes for identifying stakeholders and opinion leaders
- scientific and economic concepts relating to resource management, including maximum sustainable yield, maximum economic yield and technology creep
- relevant sectors in the seafood industry and their supply chains
- work regime, typical equipment used and special features of the relevant sector or geographic area.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment evidence required to demonstrate competence in this unit	<p>Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> • build knowledge by researching information from a range of sources on key matters relating to the industry sector • analyse information for gaps, accuracy and industry significance • be proactive by recognising existing and potential threats and opportunities affecting the sector • provide timely and appropriate information and advice to key stakeholders and other members of the sector. <p>Assessment must confirm current working knowledge of:</p> <ul style="list-style-type: none"> • the sector, organisations, representatives and political processes relevant to the industry sector.
Context of and specific resources for assessment	Assessment is to be conducted in the workplace or in a simulated work environment.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • feedback from chairperson and/or agency member regarding candidate's respect for confidentiality, as required • feedback from constituents regarding the candidate's information dissemination • feedback from the chairperson and/or other members regarding the accuracy, timeliness and relevance of information provided by the candidate to the committee • interview and oral questioning • observation of an oral presentation made by the candidate at, for example, port meetings of constituents • review of information that candidate may have supplied to the committee or other stakeholders.

EVIDENCE GUIDE**Guidance information for assessment**

This unit may be assessed holistically with other SFILEAD (leadership) units within a Skill Set or qualification.

Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Products may include:

- crustaceans
- fish and related products (e.g. roe)
- live and dead seafood
- manufactured foodstuffs (e.g. canned seafood and soups)
- miscellaneous invertebrates
- molluscs and related products (e.g. pearls)
- ornamental and display aquatic plants and animals
- reptiles and related products (e.g. skins)
- seaweed, aquatic plants and algae.

Equipment may include:

- aquaculture, ornamental or holding machinery and equipment
- communication equipment, including computers
- fishing gear
- manufacturing, processing, transport and refrigeration equipment
- packing and storage equipment and containers
- safety gear and personal protective equipment (PPE)
- vessels
- wholesale and retail equipment.

Supply chain may include:

- auction/wholesale and retail
- consumption

RANGE STATEMENT	
	<ul style="list-style-type: none"> • cultivate and grow/culture • harvest or catch • live holding and display • process • transport and storage.
<i>Stakeholders and other organisations</i> may include:	<ul style="list-style-type: none"> • Austrade and Department of Foreign Affairs • certification or accreditation bodies, and third-party auditors • cooperatives, marketing bodies and associations • commercial fishing or aquatic groups • community representatives, local land holders and residents • conservation and environmental organisations, such as the Nature Conservation Council and the World Wide Fund for Nature • current and potential customers, clients and suppliers • ecosystem or resource management committees or advisory groups, including Management Advisory Committees (MACs), catchment management groups, Landcare, Bushcare, Coastcare and Seacare • employer, company directors and other professional associations • export promotion agencies, such as the Exporters Club • government funding providers • Indigenous seafood or resource management groups and traditional fishing groups/cooperatives • media • ornamental, aquarium and other hobby groups • political organisations, politicians and ministerial advisors • professional, industry and state or territory representative bodies, including Seafood Experience Australia, National Aquaculture Council, Commonwealth Fisheries Association and Seafood Services Australia • relevant ministries, government departments (federal, state or territory and local) and other regulation authorities, such as Department of

RANGE STATEMENT	
	<p>Agriculture, Forestry and Fisheries, Australian Fisheries Management Authority and Australian Aquaculture Inspection Service</p> <ul style="list-style-type: none"> • research organisations, such as Australian Bureau of Agricultural Resource Economics and the Bureau of Rural Sciences • schools, registered training organisations (RTOs) and industry training centres, AgriFood Skills Australia Standing Committee and industry training advisory bodies (ITABs) • statutory authorities, such as the Fisheries Research and Development Corporation • surfing, recreational fishing and boating groups • unions.
<p><i>Relevant legislation and regulations</i> may include:</p>	<ul style="list-style-type: none"> • business or workplace operations, policies and practices: <ul style="list-style-type: none"> • commercial law, including fair trading and trade practices • consumer law • corporate law, including registration, licensing and financial reporting • disability policies and practices • equal opportunity, anti-discrimination and sexual harassment • industrial relations and awards, individual employment contracts and share of catch agreements • jurisdictional variations • superannuation • taxation • trade practices • warnings and dismissals • worker's compensation • ESD principles, environmental hazard identification, risk assessment and control • fisheries or aquaculture regulations, permits, licences, quotas, catch restrictions, and other compliance requirements, including: <ul style="list-style-type: none"> • Australian Exclusive Economic Zone • international treaties and agreements • food safety, Hazard Analysis Critical Control

RANGE STATEMENT

	<p>Point (HACCP), hygiene and temperature control along chain of custody</p> <ul style="list-style-type: none"> • imports quarantine and inspection, and importing approved arrangements for Australian Quarantine Inspection Service (AQIS), Australian Customs Service (ACS) and Biosecurity Australia (BA) • Indigenous native title, land claims and cultural activities, including fishing by traditional methods • land, buildings and vehicle operations: <ul style="list-style-type: none"> • buildings and structures design and appearance, constructions and additions • poaching, trespass and theft • road laws for use of motor vehicles, bikes, trucks and other transport equipment • soil and water management • use of chemicals and biological agents • use of firearms and powerheads • use of utilities, including water, natural gas, electricity and sewage • water or land lease, tenure or ownership and use • maritime, vessel and occupational diving operations: <ul style="list-style-type: none"> • Australian occupational diving standards and codes of practice • foreign and Australian legislation applying to quarantine and customs • International Convention for the Safety of Life at Sea (SOLAS) • International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 1978) • Marine Emergency Response Search and Rescue (MERSAR) • National Standards for Commercial Vessels • pollution prevention - International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) • Uniform Shipping Laws (USL) Code • use of vessels, right of way and other
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RANGE STATEMENT	
	<p>marine orders, bunkering and refuelling</p> <ul style="list-style-type: none"> • occupational health and safety (OHS) hazard identification, risk assessment and control • product quality assurance: <ul style="list-style-type: none"> • correct naming and labelling (country of origin, Australian Fish Names Standard and eco-labelling) • correct quantities, sizes and other customer requirements • third-party certification (e.g. Australian Grown and ISO 14001:2004 Environmental management systems).
Industry sectors may include:	<ul style="list-style-type: none"> • aquaculture • fisheries compliance • foreign fishers and companies • importing, exporting, trading and marketing • Indigenous Australian fishers • ornamentals and aquaria • post-harvest: <ul style="list-style-type: none"> • live holding or display • processing • transport and distribution • wholesale and retail • wild catch fisheries, including fishing charter operations • vessel operations.
Information may include:	<ul style="list-style-type: none"> • discussion of issues: <ul style="list-style-type: none"> • at port, sector, cooperative and community meetings • with industry groups and government representatives • verbal information (e.g. face to face and telephone) • websites, Facebook, Twitter and other online networks • written information (e.g. electronic, SMS, memos, reports, newsletters, surveys, media releases, posters and brochures).
New developments may include:	<ul style="list-style-type: none"> • climate change • economic change • legislative and resource management changes

RANGE STATEMENT	
	<ul style="list-style-type: none"> • new products, markets, processing, packaging and equipment • political issues • proposed policy changes • quality and environmental requirements • research findings • technological change • third-party accreditation or certification.
<i>Quality and environmental requirements</i> may include:	<ul style="list-style-type: none"> • animal welfare • ecologically sustainable fisheries requirements, including population dynamics, fishing impacts and management strategies • enterprise standard operating procedures and quality assurance systems • food safety, including state or territory food regulations and Australian and New Zealand Food Safety requirements • HACCP • industry or sector codes of practice • legal/regulatory requirements, such as legal limits and quotas • personal hygiene.
<i>Professional and ethical manner</i> may include:	<ul style="list-style-type: none"> • acknowledging the roles and accountability of other stakeholders • declaring any financial and other self-interest • ensuring that contributions are in the best interests of the industry sector, rather than acting as an advocate for an organisation or interest group • making time for consultation and meeting preparation • observing confidentiality, tact and discretion when dealing with sensitive issues and documents • putting views forward in a manner that engenders cooperation and compromise.

Unit Sector(s)

Unit sector	Leadership
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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