



Australian Government

AHCILM404 Record and document Community history

Release: 1

AHCILM404 Record and document Community history

Modification History

Release Number	TP Version	Comments
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to record and document Community history.

All work is done according to enterprise procedures and cultural protocols.

This unit applies to individuals who demonstrate autonomy, judgement and limited responsibility for others in known or changing contexts.

Cultural beliefs and practices vary across locations and communities and in some situations non-Aboriginal learners may not be able to access the cultural knowledge or materials required to achieve competency in this unit due to restrictions that are applied to non-Aboriginal people gaining access to cultural knowledge, material or sites. In these situations the Registered Training Organisation will be required to make alternative arrangements for learners that are still consistent with the delivery and assessment requirements for this unit.

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

Pre-requisite Unit

Nil.

Unit Sector

Indigenous Land Management (ILM)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for interviews with Community	1.1 Determine purpose and objectives of interviews 1.2 Research background to topic and events

Element	Performance criteria
members	1.3 Identify people (narrators) who may be able to provide information on topic and events 1.4 Develop process for individual or group sessions with narrators according to topic and events to be covered 1.5 Develop and check basic questions for interviews with narrators 1.6 Obtain and check equipment, locations and other resources 1.7 Obtain permissions from Cultural Authority to conduct interviews about Community history and culture 1.8 Invite selected narrators
2. Conduct interviews with Community members	2.1 Explain oral history process to narrators to obtain their consent to record and use information provided 2.2 Set up and test recording equipment for operation 2.3 Identify recording media for later reference 2.4 Follow cultural protocols and use appropriate language 2.5 Use basic questions to initiate the interview 2.6 Take notes to identify supplementary questions and to support recording media 2.7 Manage interview process to obtain expected and unexpected information, including memories of incidents 2.8 Support narrator to express memories and opinions in an uncritical and positive setting 2.9 Provide positive feedback on the narrator's assistance 2.10 Manage the environment and distractions to maintain a positive response from the narrator 2.11 Manage session lengths to avoid tiring narrators and interviewer
3. Transcribe and edit information	3.1 Handle recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements 3.2 Transcribe interviews according to agreements with narrators 3.3 Provide draft written or oral transcripts to narrators for editing according to agreement with narrators 3.4 Complete editing according to narrator's wishes 3.5 Record and manage information on narrator's doubts or hesitancy on certain facts, and conflicting information between interviews separately from transcripts
4. Store records	4.1 Store recorded media and transcripts to maintain recording quality, accuracy, security and privacy requirements 4.2 Control access to records according to the narrator's wishes

Foundation Skills

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

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCILM404A Record and document community history.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCILM404 Record and document Community history

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- record and document Community history in accordance with Community protocols and permissions
- prepare for interviews by identifying topics, people to be interviewed, questions and interview processes and checking equipment
- identify appropriate individuals or groups for interviews and obtain necessary permissions
- use communication skills and language appropriate to the interviewee
- set up all recording equipment according to enterprise procedures and needs of interview processes
- conduct either individual or group interviews to elicit a wide range of information
- take detailed notes of conversations for further reference and to help source supporting information
- transcribe and edit information, using supporting documentation where possible
- store recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements according to enterprise procedures

Knowledge Evidence

The candidate must demonstrate knowledge of:

- background and context of subject areas covered in the interviews/sessions
- objectives of the natural and/or cultural resource research
- range of communication approaches
- relevant cultural protocols
- enterprise procedures relating to the recording, management and storage of oral and community information
- recording techniques and media
- set-up and use of microphones and video cameras

- use of still cameras
- Community protocols, customs and Cultural Authorities for recording cultural knowledge and history

Assessment Conditions

Assessment must comply with Community protocols and be supported by Elders and Custodians of Country.

Assessors must satisfy current Standards for RTOs.

Links

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