



Australian Government

Assessment Requirements for AHCWRK408 Provide information on issues and policies

Release: 1

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Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has provided information on issues and policies on at least one occasion and has:

- processed a request for information
- accessed information to respond to a request
- collated information to deal specifically with the request
- prepared and finalised document or correspondence
- maintained a record of the information provided and filed for future reference.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace policies and documentation related to issues and policies
- types of information sources, including:
 - methods of assessing the reliability, credibility and authenticity of information
 - methods and means of accessing and extracting the required information
 - methods of validating information
- types of documents and correspondence and their use.

Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
 - a workplace setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- workplace policies and documentation
- computer hardware and software
- relationships:
 - clients and colleagues.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>