



Australian Government

AHCASW306A Use technology in Aboriginal-sites work

Release 1

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Modification History

Release	TP Version	Comments
1	AHC10v5	Initial release

Unit Descriptor

This unit will provide participants with an awareness of the technology and tools available to assist them in their role as an Aboriginal-sites worker and defines the standard required to operate handheld PDAs in sites location and recording; map reading; use digital devices to photograph/record sites, landscapes and objects.

Application of the Unit

This unit applies to Aboriginal-sites workers utilising technology and other tools to assist them in their work. Aboriginal-sites workers will be working on Country using technological tools to locate and record details of Aboriginal cultural sites, cultural landscapes and cultural material, both on-site as well as recording or processing the information data in an office environment. This unit is also applicable to the work of repatriation workers and anthropologists.

Licensing/Regulatory Information

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

Pre-Requisites

AHCILM306A Follow Aboriginal cultural protocols

Employability Skills Information

This unit contains employability skills

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Apply information literacy skills to meet needs	1.1 Exact nature and extent of information needs for Aboriginal-sites work undertaken in accordance with Aboriginal cultural protocols are determined 1.2 The relevant Information Management Systems (IMS) and their applications for Aboriginal-sites are identified 1.3 Effective search strategies are developed and appropriate search tools to locate and record information are selected 1.4 Aboriginal cultural requirements are followed for access and handling of Aboriginal cultural material and cultural information 1.5 Copyright and licensing issues related to access and use of Aboriginal cultural material and cultural information are recognised and applied
2. Set up and use handheld personal digital assistant (PDA) device	2.1 The basic operating and menu settings are identified and set 2.2 The screen environment is navigated and manipulated according to needs 2.3 Screen icons and access to applications are customised where applicable 2.4 The PDA is used to locate and record location and details of the Site and/or cultural landscape, and the output is saved and edited where applicable 2.5 The usefulness and relevance of information resources to the sites work context and client needs is assessed 2.6 Search results are evaluated and search strategies are adjusted to meet information needs 2.7 More advanced features available are identified and used as required
3. Access and use basic connectivity devices	3.1 The basic operating and menu settings are identified and set 3.2 External digital devices, such as computer devices or storage devices, are connected to retrieve, copy, move and save information 3.3 Physical connectivity of computer devices or storage devices to ensure operation and performance are checked 3.4 A printer is connected either through a computer device or directly and printer settings and print data are used 3.5 Audio-visual devices are accessed to view and play a multimedia file 3.6 Manuals, training booklets and/or online help or help-desks are used to overcome basic difficulties with applications
4. Maintain and operate	4.1 Suitable radio equipment for communication needs is

ELEMENT	PERFORMANCE CRITERIA
UHF/HF radio and compass onsite in the context of sites work	accessible on-site 4.2 Radio devices are used effectively and correctly to meet communication needs of self and team onsite 4.3 Any storage and transport requirements for compass equipment are applied 4.4 A suitable directional compass is identified for orientation needs on-site 4.5 Directional compass is used in conjunction with a geographical and topographical map to accurately move around onsite and map coordinates
5. Maintain knowledge of IMS trends and emerging technologies	5.1 Information about current industry trends and emerging technologies in relation to IMS and data collection methods is sourced 5.2 Used technology consumables are identified and replaced in accordance with manufacturer's instructions and organisational requirements 5.3 Routine maintenance is carried out and/or arranged to ensure equipment is maintained in accordance with manufacturer's instructions and organisational requirements 5.4 Equipment faults are identified accurately and action is taken in accordance with manufacturer's instructions or fault is reported to designated person

Required Skills and Knowledge

Required skills include:

Ability to:

- show respect for cultural diversity and sensitivity to social, cultural and professional values and beliefs
- use cultural sensitivity skills to be sensitive to cultural issues and respectful of different cultural practices
- use technology to access written, oral or visual source material
- conduct library and internet research
- comprehend and interpret written, oral or visual source material
- use literacy skills to interpret user manuals and help functions
- use technical skills to:
 - orient and locate using a compass and map
 - access and use audio-visual devices
 - apply power-management settings
 - back up and save information
 - connect and use peripheral devices
 - input user access details for accessing a personal computer (PC), possibly a networked environment
 - manage mouse (button usage) for different applications
 - navigate a digital graphical user interface (GUI)
 - save and move files to various locations
 - use a keyboard
- exercise discretion and confidentiality
- build and engender trust on sensitive issues with Aboriginal people
- apply sustainable environmental practices
- apply workplace health and safety requirements

Required knowledge includes:

Knowledge of:

- Aboriginal history, cultural values and interpersonal and Community protocols
- people who have cultural authority for ceremony in that area or site
- maps and geographic / cultural associations
- audio-visual devices
- basic security functions
- basic software operation and associated applications
- map reading (including topographical maps) and longitudinal and latitudinal coordinates
- digital device functions
- digital device settings
- peripheral devices

- storage devices
- Cultural and Heritage Legislation or relevant NPWS legislation

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 and evidence required to demonstrate competency in this unit

The delivery and assessment of this unit must comply with Aboriginal cultural protocols and Community protocols.

The following evidence is critical to the judgement of competence in this unit. Candidates must demonstrate evidence of the ability to:

- use a digital device, including a handheld PDA
- use menu features and navigate around the PDA and IMS functions
- use device features to perform tasks
- save results of work
- read and understand maps in the context of Aboriginal-sites work, including topography maps
- observe Aboriginal cultural protocols in the use of technology on Country

Context of and specific resources for assessment

Resources required for assessment include:

- digital device
- computer device
- storage device
- printer
- use of handheld PDA application currently used in industry
- appropriate learning and assessment support when required

Where applicable, physical resources should include equipment modified for people with special needs.

Method of assessment

A range of assessment methods should be used to assess competency in working with secret sacred materials. The following examples are appropriate for this unit:

- observation of the candidate working on Country with industry related technological devices and maps
- direct questioning combined with third-party workplace reports of on-the-job performance

	• verbal or written questioning to assess candidate's knowledge of digital device operations • direct observation of candidate performing basic device-relevant practical skills • direct observation of candidate performing a sequence of routine tasks following clear directions Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: AHCILM306A Follow Aboriginal cultural protocols AHCASW308A Apply cultural significance to Aboriginal sites and landscapes Assessment for this unit should comprise a combination of theory and practical application. Both aspects of assessment are best conducted on Country and/or in a keeping place facility for this unit.

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.

Information needs may relate to:

- authoritative source
- currency
- format of required information, such as:
 - audio or video recordings
 - electronic files
 - images
 - texts
- level of readership required, such as suitable for:
 - different age groups
 - general interest
 - scholarly and academic research
 - school assignments
- purpose and intended outcomes of information search

Aboriginal-sites may include:

- shelters with deposits
- open camp site
- midden
- shelter with midden
- shelter with art
- isolated find
- undefined sites
- axe grinding grooves
- bora/ceremonial ring
- burial site
- rock engraving
- scarred tree
- carved tree
- natural mythological site
- restricted site
- quarry
- ochre quarry
- fish trap
- stone arrangement
- mound (oven)
- mia mia

	• waterhole (well) • contact/mission • abraded grooves • Aboriginal Place (declared under NPW Act) • Aboriginal Area (declared under NPW Act) • protected archaeological site • Conservation agreement • massacre • reserve
Aboriginal cultural protocols may include:	• gender roles in relation to knowledge and cultural practices • information sensitivity and access • appropriate information transfer • negotiations with local Aboriginal Community about information transfer • cultural diversity • natural resources and their importance for economy, religion, spirituality, art, environment, values, beliefs and lore/law • rights and responsibilities associated with cultural knowledge, story, song, Site, and ceremony • interpersonal ways of relating • the talking of Community politics • repatriation of artefacts • issues of ownership (clans/nations) • ownership of intellectual property • acknowledging participation and ownership • communicating about cultural material • displaying cultural material • handling cultural material • identifying appropriate people to be consulted • occasions when consultation is required • ways in which consultations should be conducted
Information Management System (IMS) may include:	• Region or State based sites information management systems • Aboriginal Heritage Information Management System (AHIMS) • Aboriginal Cultural Heritage Register and Information System (ACHRIS) • Aboriginal Information Management System (AIMS) • Aboriginal Heritage Management System (AHMS) • Cultural Site Management System

Search strategies may relate to:	• brainstorming keywords and phrases • consulting with colleagues regarding similar searches • consulting with topic experts or external organisations • internet searches • mind mapping • refining or narrowing search terms • searching, such as: • electronic databases • external organisations' websites or remote databases • other library catalogues • own library catalogue • subject headings • topics • use of Boolean operators
Search tools may include:	• card/paper indexes • datasets • electronic databases • internet • online catalogues • print or online indexing services. • GPS and topography maps
Cultural requirements may relate to:	• access to material and associated research • any ceremony or procedure that should be carried out around the handling and/or moving of material • storage of material • the way material should be transported • use of equipment or tools • who can describe or handle material • who can view or be around material.
Cultural material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • built heritage • cultural sites and buildings • ethnographic material • film and audio-visual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper and canvas

Copyright and licensing issues may include:	• conditions of licensing agreements for digital resources • copyright declarations • copyright warnings • restrictions on access and use of electronic resources • restrictions regarding reproduction of works or parts of works • cultural intellectual copyright • protection of cultural knowledge
Search results may include	• bibliographic citations • explanation of search strategy used • information obtained from websites or external organisations • list of records retrieved from internet search • list of records retrieved from searching electronic databases • results of catalogue search
advanced features may include:	• advanced operations • customising standard settings • integrating with other devices
Computer devices may include:	• tablet • laptop • notebook • PDA • PC
Storage devices may include:	• disks: • CD • DVD • Blu-Ray • flash drives • server • solid-state hard drives • virtual devices
Connectivity may include:	• audio-visual • cable, wireless, infra-red or Bluetooth • internal or via universal serial bus (USB) dongle • network or stand-alone computer • ports: • Firewire • high definition multimedia interface (HDMI) • printer • USB

Printer settings may include:	• cartridge type • layout • number of copies • orientation • paper size • paper tray
Audio visual devices may include:	• data projector • external monitor • headset • microphone • speakers • webcam or digital camera
technology consumables may include:	• back-up tapes • CD-ROM • USB drives • print heads • printer ribbons and cartridges • toner cartridges • zip disks
routine maintenance refers to:	• in-house cleaning and servicing of equipment according to manufacturer's guidelines • periodic servicing by qualified or manufacturer approved, technician • regular checking of equipment • replacing consumables
Identifying equipment faults refers to:	• checking repairs have been carried out • encouraging feedback from work colleagues • keeping a log book of detected faults • preparing a maintenance program • regular back-ups of data • regular OHS inspections • routine checking of equipment

Unit Sector(s)

Aboriginal-sites work