



Australian Government

Department of Education, Employment and Workplace Relations

AHCILM404A Record and document community history

Release: 1

AHCILM404A Record and document community history

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers recording and document community history and defines the standard required to: prepare for interviews and group sessions; conduct both individual and group interviews to elicit a wide range of information; take notes and details of conversations for further reference and to source supporting information; transcribe and edit information, accessing supporting documentation where possible; store recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements.
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Application of the Unit

Application of the unit	This unit applies to those who record oral and community history for natural and cultural resource management purposes. A high level of cultural awareness and the need to observe cultural protocols are important parts of the process. Note: for indigenous contexts, the delivery and assessment against this unit must comply with community protocols and guidelines, and be supported by elders and custodians of country.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Prerequisite units		

Employability Skills Information

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

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for interviews and group sessions	1.1. Topic and events in research are identified according to enterprise guidelines. 1.2. People who may be able to provide information on topic and events (narrators) are identified according to enterprise procedures and cultural protocols. 1.3. Process of individual and/or group sessions with narrators is developed according to enterprise requirements, cultural protocols and topic and events to be covered. 1.4. Basic questions for interviews with narrators are developed and checked according to enterprise procedures, cultural protocols and best practice. 1.5. Equipment, locations and other resources are obtained and checked according to enterprise guidelines. 1.6. Selected narrators are invited according to enterprise procedures and prior arrangements.
2. Conduct interviews	2.1. Oral history process is explained to narrators to obtain their consent to record and use information provided. 2.2. Recording equipment is set up and tested for operation. 2.3. Recording media is uniquely identified for later reference according to enterprise procedures. 2.4. Basic questions are used to initiate the interview. 2.5. Notes are taken to identify supplementary questions and to support recording media. 2.6. Interview process is managed to obtain expected and unexpected information, including memories of incidents. 2.7. Narrator is supported to express memories and opinions in an uncritical and positive setting. 2.8. Interviewer provides positive feedback on the narrator's assistance, in line with enterprise procedures and cultural protocols. 2.9. Interviewer manages the environment and distractions to maintain a positive response from the narrator. 2.10. Session lengths are managed to avoid tiring narrators and interviewer.
3. Conduct group sessions	3.1. Oral history process is explained to group of narrators to obtain their consent to record and use

ELEMENT	PERFORMANCE CRITERIA
	information provided. 3.2. Recording equipment is set up and tested for operation to cover all group members. 3.3. Recording media and members voices are uniquely identified for later reference according to enterprise procedures. 3.4. Basic questions are used to initiate the group session. 3.5. Interaction between narrators and interviewer is managed to maintain flow of information from all narrators. 3.6. Notes are taken to identify supplementary questions and to support recording media. 3.7. Group discussion process is managed to obtain expected and unexpected information, including memories of incidents. 3.8. Narrators are supported to express memories and opinions in an uncritical and positive setting, including identification of different aspects of one incident. 3.9. Interviewer manages the environment, group interactions and distractions to maintain a positive response from the group. 3.10. Interviewer provides positive feedback on the narrators' assistance, in line with enterprise procedures and cultural protocols. 3.11. Session lengths are managed to avoid tiring narrators and interviewer.
4. Transcribe and edit information	4.1. Recorded media and transcripts are handled to maintain recording quality and accuracy, and security and privacy requirements, according to enterprise procedures. 4.2. Interviews and/or group sessions are transcribed to provide a draft transcription according to enterprise procedures and agreement(s) with narrator(s). 4.3. Draft written and/or oral transcripts are provided to narrator(s) for editing according to enterprise procedures and agreement(s) with narrator(s). 4.4. Editing is completed according to narrator(s) wishes. 4.5. Information on narrator(s) doubts/hesitancy on certain facts, and conflicting information between interviews is recorded separately from transcripts and managed according to enterprise procedures and

ELEMENT	PERFORMANCE CRITERIA
	cultural protocols.
5. Store records	5.1. Recorded media and transcripts are stored to maintain recording quality and accuracy, and security and privacy requirements, according to enterprise procedures. 5.2. Access to records is controlled according to the narrator(s) wishes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- prepare for interviews and group sessions
- conduct interviews
- conduct group sessions
- transcribe and edit information
- store records
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- 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

REQUIRED SKILLS AND KNOWLEDGE

- set-up of microphones and video cameras
- use of still cameras.

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 and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- prepare for interviews and group sessions
- conduct both individual and group interviews to elicit a wide range of information
- take notes and details of conversations for further reference and to source supporting information
- transcribe and edit information, accessing supporting documentation where possible
- store recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Community history may include:

- eyewitnesses to events relating to natural and/or cultural resource management
- long time residents of a place or area who have observed natural and/or cultural processes
- those knowledgeable about stories or customs handed down through generations.

Unit Sector(s)

Unit sector	Indigenous land management
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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