



**Australian Government**

# **BSBINS402 Coordinate workplace information systems**

**Release: 1**

## BSBINS402 Coordinate workplace information systems

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 7.0. |

### Application

This unit describes the skills and knowledge required to implement and review workplace information systems. It involves identification, collection, initial analysis and use of information.

The applies to individuals whose work will normally be carried out within methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.

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

### Unit Sector

Technical Skills – Information Services

### Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                        |
| 1. Identify and review information needs         | 1.1 Identify information required by relevant stakeholders<br>1.2 Review information requirements to determine suitability, accessibility, currency and reliability of information according to organisational policies and procedures                                                                                        |
| 2. Collect, analyse and report information       | 2.1 Collect information which is adequate and relevant to the requirements of relevant stakeholders<br>2.2 Confirm information is in a format suitable for analysis, interpretation and distribution<br>2.3 Analyse information, identify and report relevant trends according to the requirements for which it was collected |
| 3. Implement information                         | 3.1 Implement information systems effectively to store, retrieve and                                                                                                                                                                                                                                                          |

| ELEMENT                                              | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| systems                                              | regularly review information for decision making purposes<br>3.2 Use technology available in the work area to manage information effectively<br>3.3 Recommend improvements to information system to relevant stakeholders                                                                                                                                                                          |
| 4. Support information system continuous improvement | 4.1 Collect data about information system future needs in consultation with relevant stakeholders<br>4.2 Confirm identified information system future needs reflect the organisation's business plans<br>4.3 Assist development of proposals for continuous improvement of information system<br>4.4 Distribute information to relevant stakeholders on information system changes, where required |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

| Skill                   | Description                                                                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                 | <ul style="list-style-type: none"><li>Critically analyses documentation from a variety of sources and consolidates information</li></ul>                                    |
| Writing                 | <ul style="list-style-type: none"><li>Develops information for a specific audience using clear and detailed language</li></ul>                                              |
| Oral Communication      | <ul style="list-style-type: none"><li>Uses active listening and questioning to convey and clarify information and to confirm understanding</li></ul>                        |
| Numeracy                | <ul style="list-style-type: none"><li>Selects from and uses mathematical strategies to perform initial analysis on information</li></ul>                                    |
| Planning and organising | <ul style="list-style-type: none"><li>Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes</li></ul> |
| Teamwork                | <ul style="list-style-type: none"><li>Cooperates with others and contributes to work practices where joint outcomes are expected and deadlines are to be met</li></ul>      |
| Problem solving         | <ul style="list-style-type: none"><li>Contributes to continuous improvement of current work practices by applying basic principles of analytical thinking</li></ul>         |
| Technology              | <ul style="list-style-type: none"><li>Uses digital technologies and systems to access, enter, present and distribute information</li></ul>                                  |

## Unit Mapping Information

Supersedes and is equivalent to BSBINM401 Implement workplace information system.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>