



Australian Government

Assessment Requirements for CHCINM001

Meet statutory and organisation information requirements

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- established and managed 1 organisation or departmental information system:
 - assessed and analysed information requirements in consultation with stakeholders
 - reviewed options for system, including financial and technological resource requirements
 - designed and documented system
 - implemented processes to support information management system and development of information resources
 - evaluated information management system against objectives

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- workload analysis models and systems
- relevant policy and procedures and work systems
- systems analysis models and theories
- legal and ethical considerations relating to organisation and statutory information requirements
- range of current and emerging information technology relevant to addressing organisation information requirements

- consultation processes and techniques
- training needs analysis
- communication dissemination models

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - current information and communication technology (ICT) systems
 - statutory requirements
- modelling of industry operating conditions

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>