



Australian Government

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.

Application

This unit describes the skills and knowledge required to ensure effectiveness and efficiency of the organisation's information system.

This unit applies to work in a range of health or community service contexts where work may be carried out by senior workers working autonomously within broad guidelines.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria specify the level of performance needed to demonstrate achievement of the element

1. Identify and address information requirements

1.1 Use appropriate mechanisms to identify organisation and statutory information requirements

1.2 Identify gaps or inadequacies in the organisation's information systems

1.3 Analyse any substantial breakdowns in methods of recording, storing and accessing information for cause and effect, and take corrective action

1.4 Collect, analyse and prepare data on information needs in ways to inform decision-making

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria specify the level of performance needed to demonstrate achievement of the element

2. Review options for information management

2.1 Identify and periodically evaluate sources of information

2.2 Identify, evaluate and prepare options for the development of information systems in consultation with users

2.3 Identify, calculate and evaluate financial and technological resources required for systems

3. Establish and manage systems to record and store information

3.1 Develop, implement and document systems that meet organisation and statutory information requirements for recording, storing and accessing information

3.2 Implement strategies to address any gaps in meeting current information requirements in consultation with stakeholders

4. Develop staff and resources

4.1 Analyse staff training needs in relation to information systems and in accordance with legislative and organisation requirements

4.2 Organise training or retraining in accordance with training needs analysis

4.3 Support and supervise the development of information and educational resources

4.4 Develop content and format guidelines in consultation with stakeholders to guide production of resources

4.5 Recruit appropriate expertise to develop information and training resources

5. Evaluate and maintain quality information systems

5.1 Routinely evaluate adequacy of information systems used to record and store information for effectiveness, efficiency, security and integrity and introduce new methods as necessary

5.2 Monitor validity, currency and usefulness of information and take appropriate actions for disposal or storage

ELEMENT

Elements define the essential outcomes

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the element

5.3 Monitor ongoing development of information systems and training resources in consultation with users

5.4 Implement strategies to continuously improve effectiveness of information systems and resources

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for CHCINM001 Meet statutory and organisation information requirements

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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

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