



Australian Government

Department of Education, Employment and Workplace Relations

CUSRAD01A Collect and organise information

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the skills and knowledge required to identify, collect, organise and provide information to be evaluated for a variety of purposes. It does not cover the skills needed for a formal research project. If these are required, see the unit **Conduct research**.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Collect relevant information	1.1 Find out why the information is needed and what it will be used for 1.2 Identify appropriate sources of information 1.3 Use appropriate sources to access the required information
2 Assess the information	2.1 Check the accuracy and currency of the information collected 2.2 Check through the information collected and confirm that the information contains adequate detail to satisfy the purpose for which it was collected 2.3 If necessary, collect further information
3 Organise the information	3.1 Organise the information so that it will be easily understood 3.2 Find out whether the information is organised in an appropriate format for its intended audience 3.3 Reorganise or reformat the material if required
4 Communicate the information	4.1 Present information in a structure and format that is logical, and useful for the purpose intended 4.2 Communicate material to relevant individuals or groups using appropriate communication techniques by the required deadline 4.3 Seek feedback on how well the information collected and presented satisfied the purpose for which it was collected 4.4 Use the feedback to improve future information collection and presentation

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

Underpinning knowledge and skills

Assessment must include evidence of essential knowledge of, and skills in, the following areas:

- industry information sources
- technology information sources
- identification of relevant information
- questioning techniques to obtain information
- sorting, checking and summarising information

Linkages to other units

This unit underpins effective performance in a range of cultural industry units. It is recommended that this unit is delivered/assessed in conjunction with other operational and technical units.

Critical aspects of evidence

This unit of competence applies to the cultural industries. The focus of assessment will depend on the industry sector involved. Assessment must be contextualised/tailored to meet the needs of the particular industry and industry sector in which performance is being assessed. Assessment should only address those variable circumstances, listed in the range of variables statements, which apply to the chosen context.

Care should be taken in developing training to meet the requirements of this unit. The specific focus of training will depend upon the industry involved, for example: music, film and TV, radio or multimedia. For generic pre-vocational training, organisations should provide training which is tailored to meet the needs of the particular industry.

The following evidence is critical to the judgement of competence in this unit:

- ability to source information

- the ability to organise information so that it is easily understood

- the ability to provide information so that it is appropriate for the purpose

Method and context of assessment

Assessment may take place on the job, off the job or a mix of both of these. Off the job assessment must be undertaken in a closely simulated workplace environment.

Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:

- practical demonstration (direct observation may need to occur on more than one occasion to establish consistency of performance)

- case studies

- work samples or simulated workplace activities

- third party reports and authenticated prior achievements

- portfolios of evidence

Resource requirements

Competency in this unit should be assessed

using all the sources of information needed to collect information relating to the cultural industries. Access to a selection of the sources of information given in the range of variables is needed.

Key Competencies	Level
Collecting, organising and analysing information	1
Communicating ideas and information	1
Planning and organising activities	1
Working with others and in teams	1
Solving problems	1
Using mathematical ideas and techniques	-
Using technology	1

Range Statement

Range of variables

Variable	Scope
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Information sources may include:

internet
film, television, radio
newspapers, multimedia and others
reference books
telephone books
wholesale and retail outlets
libraries (text, film, video, sound, graphic)
professional organisations
archives
museums, galleries
government departments
community organisations
industry associations and organisations
industry journals:
technical publications, manuals
computer data, including internet

organisational policies, procedures and journals
personal observations and experience
discussions with current industry practitioners
discussions with industry personnel, manufacturers, and technical and sales personnel

Appropriate personnel to consult may include:

multimedia professionals
film/TV professionals
industry organisations
educators
directors
designers
information professionals (libraries/museums)
Information Technology personnel
content experts

Factors in organising material:

purpose
clear
easy to understand and use
concise
logical

Unit Sector(s)

Not applicable.