



Australian Government

Department of Education, Employment and Workplace Relations

CUVADM05B Plan and develop information management systems

Release: 1

CUVADM05B Plan and develop information management systems

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the skills and knowledge required to develop and implement information management systems within an organisation. This role would generally be undertaken by administrators and managers. The unit is generic in nature and may be applied in a range of industry contexts.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

This unit has linkages to a range of other general management and administration units, and combined assessment and/or training with those units may be appropriate, e.g.:

- CUVADM01B Develop and implement arts administration systems and procedures.

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|---|--|
| 1 Determine information management requirements. | <ul style="list-style-type: none">1.1 Establish broad information management requirements based on organisational vision, objectives and current priorities.1.2 Clarify the purposes for which information is required in consultation with relevant colleagues.1.3 Correctly identify the nature and sources of the information required to meet the purpose. |
| 2 Develop an information management plan. | <ul style="list-style-type: none">2.1 Identify appropriate methods of collecting, analysing and disseminating relevant information consistent with the purpose of the information.2.2 Establish a schedule for the collection, analysis and dissemination of relevant information.2.3 Plan appropriate systems for the management of information, including allocation of responsibilities and resources.2.4 Consult with relevant colleagues in relation to information management planning. |
| 3 Implement information management systems. | <ul style="list-style-type: none">3.1 Provide appropriate advance information on new systems to colleagues.3.2 Introduce information management systems and procedures to the workplace in a manner that causes minimum disruption to colleagues.3.3 Ensure adequate resourcing of new systems/procedures in consultation with colleagues.3.4 Provide training and support to colleagues as required. |
| 4 Review and update information management plan. | <ul style="list-style-type: none">4.1 Establish methods for periodic review of information management needs.4.2 Conduct review of information management according to the agreed methods.4.3 Adjust information management plan and system to respond to changing and emerging |

ELEMENT**PERFORMANCE CRITERIA**

information management needs.

Required Skills and Knowledge

Required Skills and knowledge

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

Required skills:

- links between information management systems and the overall vision and objectives of the organisation
- information management principles and practices as relevant to the industry context.

Required knowledge:

- information management systems available as relevant to the industry context, including current technology and broad costs
- planning techniques and processes in relation to information management
- copyright, moral rights and intellectual property legislation and regulations in relation to how this impacts on information management.

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

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

- development of an information management plan which supports the vision, objectives and current direction of an organisation

EVIDENCE GUIDE

- knowledge of information management principles, practices and systems as they apply to the specific industry context.

Context of and specific resources for assessment

The assessment context must provide for:

- practical demonstration of skills through the development and implementation of an information management system for a specific industry purpose/context/organisation
- interaction with others to reflect the consultation aspects of this unit
- assessment over a period of time to reflect the ongoing implementation and monitoring aspects of the unit.

Method of assessment

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

- review of an information management plan developed by the candidate
- evaluation of a report prepared by the candidate detailing the ways in which an information management systems was developed and implemented
- case studies to assess ability to develop management systems for specific industry contexts
- questions and discussion about the information management plan
- review of portfolios of evidence
- third party workplace reports of performance by the candidate.

Assessment of this unit requires access to the materials resources and equipment needed to plan and develop the system for information management and includes access to information technology.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Information management requirements may relate to any aspect of an organisation's operation and management, e.g.:

- administration
- customer service
- finance
- human resources
- marketing.

The purpose for which information is required may relate to:

- internal or external communication issues
- operational efficiency
- planning, e.g. financial, marketing.

Sources of information may include:

- funding bodies and sponsors
- Internet
- media
- potential users
- references and texts
- staff
- visitors and patrons
- volunteers.

Methods of collecting information may include:

- counting systems
- literature searches
- registrations
- surveys and questionnaires.

Analysing data may include:

- patterns of performance, attendance
- qualitative measures, e.g. satisfaction, attitudes, intentions

RANGE STATEMENT

- trends in sales, attendance, aesthetic preferences.

Dissemination of information may include:

- posters, leaflets, pamphlets, catalogues
- presentations, public speaking, media engagement
- reports, newsletters
- slides, video, CDs.

Appropriate systems for information management may include:

- administrative procedures
- computer data bases
- library
- record keeping systems
- registers
- surveys and questionnaire regimes.

Review methods may include:

- discussion forums with identified stakeholders
- formal feedback by questionnaire/survey
- interviews
- invitations for feedback
- technical reviews.

Unit Sector(s)

Not Applicable