



Australian Government

FBPSUG3008 Analyse and convey workplace information

Release: 1

FBPSUG3008 Analyse and convey workplace information

Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to analyse, interpret and present information. It involves preparing and presenting information to others, including aspects of workplace training.

The unit applies to individuals working in the sugar industry who have responsibility for collecting, analysing and communicating information.

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

Pre-requisite Unit

Nil

Unit Sector

Sugar milling (SUG)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage information	1.1 Identify information requirements for specific activities 1.2 Use information systems to store, retrieve and update information 1.3 Use consultative processes to collect and convey information 1.4 Review and improve methods used to collect, store, retrieve and convey information
2. Collect and analyse	2.1 Store and collect information in a format suitable for analysis and

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
information	interpretation 2.2 Analyse and interpret information data and information 2.3 Ensure information collection is timely and relevant to the needs of individuals and teams
3. Present information	3.1 Communicate information effectively to individuals and groups 3.2 Ensure communication takes into account social and cultural differences 3.3 Follow appropriate meeting protocols to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Comprehend information in various sources of workplace documents
Writing	Record and present information in required format
Oral communication	Participate in conversations relevant to role by asking questions and providing explanations, as required
Navigate the world of work	Apply workplace procedures and protocols relevant to own role
Interact with others	Use communication style and language to suit the needs of others
Get the work done	Reflect on, develop and support ideas for improvement of information management

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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FBPSUG3008 Analyse and convey workplace information	FDFSUG308A Analyse and convey workplace information	Updated to meet Standards for Training Packages	Equivalent unit
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Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPSUG3008 Analyse and convey workplace information

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Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has analysed and conveyed workplace information in line with workplace contexts and demonstrated each of the following points at least once:

- identified and collected information from a range of sources for a specific purpose
- collected information by consulting with other people
- analysed and interpreted data and information
- selected appropriate presentation methods to convey information to others
- used an information storage and retrieval system to access, retrieve, store and update information
- identified and recommended an improvement to information management practices.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- data collection and analysis techniques
- requirements for use of information recording, storage and retrieval systems
- meeting procedures used in the workplace
- methods and techniques for presenting information to individuals and groups.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a sugar milling workplace or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- standard forms for recording workplace information
- information storage and retrieval system
- relationships (internal and/or external):
 - opportunities to interact with others using typical workplace communication processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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