



Australian Government

Department of Education, Employment and Workplace Relations

LGALAND404A Undertake research of the natural and built environment

Release 2

LGALAND404A Undertake research of the natural and built environment

Modification History

LGALAND404A Release 2: Layout adjusted.
LGAGLAND404A Release 1: Primary release.

Unit Descriptor

This unit covers undertaking research of the natural and built environment for land management purposes.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Research relevant literature and statistics	1.1 Comprehensive <i>literature search</i> is undertaken. 1.2 Bibliography and summaries of relevant reports are prepared.
2 Undertake collection of primary data	2.1 Appropriate surveys and questionnaires are designed. 2.2 A survey of a representative sample is undertaken in accordance with design criteria. 2.3 <i>Relevant primary data from other agencies</i> is collected and collated for analysis.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- qualitative and quantitative research
- preparation and presentation of statistics and data including charting, graph presentation, tables, maps, models and plans
- written and verbal communication strategies for a multicultural/diverse environment

Required Knowledge

- local government processes
- organisational processes, policies and procedures
- knowledge of the organisation's record keeping and filing systems, security procedures and safe recording practices
- understanding methods to identify new sources of information and use them effectively and efficiently
- knowledge of information management systems and methods
- relevant software applications
- economic, social and environmental issues
- information sources

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- undertake a comprehensive literature review and prepare a bibliography and summary of relevant reports
- design and implement appropriate surveys and questionnaires to obtain relevant data
- collect relevant primary data from other agencies
- interpret maps, statistical data and other research materials

Context of assessment

Competency is demonstrated by the performance of all stated criteria, with particular attention to the critical aspects of evidence and the knowledge and skills elaborated in the Evidence Guide, and within the scope of the Range Statement. Assessment must take account of the endorsed Assessment Guidelines in the Local Government Training Package. Assessment of the performance requirements in this unit should be undertaken in an actual workplace or simulated environment. Assessment should reinforce the integration of the key competencies for the particular AQF level. Refer to the key competency levels at the end of this unit.

Relationship to other units(prerequisite or co-requisite units)

To enable holistic assessment this unit may be assessed with other units that form the job role.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and/or oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Evidence should be collected over a set period of time that is sufficient to include dealings with an appropriate range and variety of situations.

Resource implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace.

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 in the Performance Criteria is detailed below.

Literature search may include:

- census data
- journals, books and reports
- international developments
- academic studies
- government and industry reports, policy statements, program details and statistics

Relevant primary data from other agencies may include:

- maps
- resident views
- user views
- aerial photography
- site inspections
- Australian Bureau of Statistics

Unit Sector(s)

Land Management