



Australian Government

Department of Education, Employment and Workplace Relations

LGAPLEM406B Analyse the natural and built environment

Release 2

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Modification History

LGAPLEM406B Release 2: Layout adjusted.

LGAPLEM406B Release 1: Primary release.

Unit Descriptor

This unit covers analysing research undertaken on current and future trends in the natural and built environment to provide a basis for the development of management options.

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 Organise information	1.1 <i>Internal and external sources of information</i> are identified and accessed to produce required information. 1.2 Information is gathered and organised in a format suitable for analysis and interpretation. 1.3 Information is updated and stored in accordance with <i>organisational requirements</i> .
2 Analyse and interpret information	2.1 <i>Objectives of research</i> are clearly defined and consistent with organisational requirements. 2.2 Information is evaluated for relevance and validity to the requirements. 2.3 <i>Information is analysed</i> to identify key issues. 2.4 Assumptions used in analyses are clear, justified and consistent with research objectives. 2.5 Workable solutions to issues are developed on consideration of relevant information and options.
3 Present findings	3.1 Analysis and recommendations are derived from research and satisfy the desired outcomes. 3.2 The validity and reliability of the research findings are tested against the research plan and confirmed with key stakeholders. 3.3 Recommendations and issues are <i>presented in an appropriate format, style and structure</i> using suitable business technology. 3.4 Research findings are reported and distributed in accordance with organisational requirements. 3.5 <i>Feedback on suitability and sufficiency of findings</i> is obtained in accordance with organisational requirements.

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/data including charting, graph preparation, tables, maps, models and plans
- written and verbal communication strategies for a multicultural/diverse environment
- problem solving to deal with information that is contradictory, ambiguous, inconsistent or inadequate
- analysis techniques

Required Knowledge

- evaluation methodologies
- relevant software applications
- economic, social and environmental issues
- information sources
- understanding of council's business and structure
- knowledge of council's record-keeping and filing systems
- knowledge of procedures to analyse information to identify patterns and trends
- understanding of qualitative and quantitative processes
- knowledge of information management systems and methods
- knowledge of principles of report writing and data presentation
- understanding of research processes and strategies

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:

- gather and organise information to enable analysis and interpretation
- evaluate information for its relevance and validity
- analyse information in order to identify key issues
- present and distribute research findings in accordance with organisational requirements

Context of assessment

Assessment of performance requirements in this unit should be undertaken within the context of the local government framework. Competency is demonstrated by performance of all stated criteria applicable to the workplace environment, within the scope of the Range Statement.

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 gathered over a period of time in a range of actual or simulated management environments.

Resource implications

Access to a workplace or simulated case study that provides the following resources:

- relevant software applications
- various data sources such as maps
- resident views
- user views

- aerial photography
- site inspections
- other agencies such as meteorological agencies, water authorities and the Australian Bureau of Statistics

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.

Internal and external sources of information may include:

- census data
- national magazines, books and reviews
- international developments
- academic studies
- government and industry statistics
- requirements of native title, legislation and guidelines
- organisational, legal and policy materials
- client information
- media reports
- registries and file records
- library materials
- financial records
- computer files and computer databases
- maps
- resident views and user views
- aerial photography and site inspections
- other agencies such as meteorological agencies, water authorities and the Australian Bureau of Statistics

Organisational requirements for storage may include:

- workplace communication procedures
- file/records management procedures
- specific purpose databases
- library systems

Objectives of research may include:

- hypothesis testing
- situational diagnosis
- identification of trends
- process mapping
- comparative analysis

Analysis of information may include:

- basic statistical analysis
- mathematical calculations
- critical analysis
- problem solving
- matching

Presentation in an appropriate format, style and structure may include:

- routine reports and submissions
- briefing notes
- proposals
- project plans
- articles and promotional materials

Feedback on suitability and sufficiency of findings may include:

- client questionnaires
- audit documentation and reports
- council responses
- quality assurance data
- comments from management and colleagues

Unit Sector(s)

Planning Units