



Australian Government

Department of Education, Employment and Workplace Relations

MEM16006A Organise and communicate information

Release: 1

MEM16006A Organise and communicate information

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers accessing, organising and communicating information related to processes or tasks.
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Application of the Unit

Application of the unit	This unit applies in manufacturing, engineering or related environments. It may include information related to production, maintenance or associated processes. Information may be drawn from a variety of sources. This unit includes the ability to communicate using common workplace terminology. For access and recording of data requiring system knowledge and judgement, see Unit MEM16008A (Interact with computing technology). Band: A Unit Weight: 2
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Access information and/or records	1.1.Information requirements of tasks are determined and relevant information is accessed from a range of sources. 1.2.Workplace terminology is correctly recognised.
2. Organise and analyse information	2.1.Information is interpreted and organised in accordance with enterprise and work requirements. 2.2.Information is analysed according to enterprise and work requirements.
3. Communicate organised information using established workplace methods	3.1.Information is communicated using established workplace methods.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- accessing relevant information from a range of sources
- recording, where appropriate, the accessed information
- recognising and using workplace terms
- reading, interpreting and following information in workplace documentation
- checking and clarifying information
- organising, categorising and sequencing information

Required knowledge

Look for evidence that confirms knowledge of:

- types of information
- available sources of information
- information analysis techniques
- methods of categorising and organising information
- methods of recording and communicating information

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.

Overview of assessment

A person who demonstrates competency in this unit must be able to organise, analyse and communicate information.

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

Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.

Context of and specific resources for assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with organising, analysing and communicating information or other units requiring the exercise of the skills and knowledge covered by this unit.

Method of assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Guidance information for

EVIDENCE GUIDE**assessment****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.

Range of sources

Job instructions, specifications, standard operating procedures, charts, lists, documents, computer data, drawings, sketches, tables, technical manuals and/or charts and other applicable reference material

Workplace terminology

Terminology - referring to equipment, processes, workplace areas, staff and procedures - specific to the processes and equipment used in the workplace

Analyse

Analysis for this unit involves simple determinations of relevance and implication for the employee's immediate work requirements

Established workplace methods

- Proforma reports
- Data entry e.g. bar coding and simple keyboard operations
- Verbal
- Drawings

Unit Sector(s)**Unit sector**

Co-requisite units

Co-requisite units		

Competency field

Competency field	Communication
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