



Australian Government

Department of Education, Employment and Workplace Relations

PUAFIR405A Collect, analyse and provide regulatory information (adapted from PUACOM003A (Police))

Release: 1

PUAFIR405A Collect, analyse and provide regulatory information (adapted from PUACOM003A (Police))

Modification History

Not applicable.

Unit Descriptor

This unit covers the competency required to collect, analyse and provide information to support the achievement of the organisation's objectives in emergency management.
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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Identify regulatory information needs and sources	1.1 The information needs of individuals/managers are determined and the sources are identified
	1.2 Information held by the organisation is reviewed to determine suitability and accessibility
	1.3 Plans are prepared to obtain information which is not available or accessible within the organization
2 Collect and analyse regulatory information	2.1 Collection of information is timely and relevant to the needs of individuals/managers
	2.2 Information is in a format suitable for analysis, interpretation and dissemination
	2.3 Information is analysed to identify relevant trends and developments in terms of the needs for which it was acquired
3 Use management information systems	3.1 Management information systems are used to store and retrieve data for decision making
	3.2 Technology available in the work area/organisation is used to manage information
	3.3 Recommendations for improving the information system are submitted to designated persons/groups
4 Record and support regulatory information	4.1 The results of information gathering, analysis and synthesis are reported within specific time frames and to the standards defined by the organisation
	4.2 The results of information gathering, analysis and synthesis are reported and used to inform policy development and organisation decision-making
	4.3 Information which is gathered is disseminated to appropriate personnel within the specified timeframe

Required Skills and Knowledge

Not applicable.

Evidence Guide

Critical aspects of evidence

It is essential that competence in this unit is demonstrated in:
the effective use of the information system to facilitate achievement of organisational objectives
authoring and presenting reporting and submissions
an ability to collect, analyse and synthesise regulatory information

Interdependent assessment of units

Pre-requisite units:

Nil

Co-requisite units:

Nil

Underpinning knowledge

information collection, collation, analysis and display techniques
information evaluation issues
information storage requirements and methods
reporting procedures of the organisation
project management/research techniques

Underpinning skills

communicate effectively
collect and collate information
analyse record information
present information
disseminate information
use management information systems to store and retrieve data

Resource implications

No special requirements.

Consistency of performance

Evidence should be gathered over a period of time in a range of actual or simulated workplace environments.

Context of assessment

Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.

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Range Statement

Regulatory information may include

acts regulations, codes and guidelines
standards
building codes
dangerous goods codes
planning requirements.
ministerial or cabinet policy and guidelines documents

Presentation of information may include

routine and complex reports and submissions
briefing notes, ministerials
proposals, project plans
articles and promotional material
coronial inquiries
annual reports
royal commissions

Management information systems may include

computers
communication channels
records management
procedures
manuals
protocol
legislation, guidelines and awards
organisational, legal and policy materials
client information
market trends
registries and file records
library
financial records
basic statistical information
personnel resources

Analysis may include

application of statistical methods
mathematical calculations
critical analysis
problem solving

Collection techniques may include

research
surveys
literature search
interviews
databases
observation

Collection methods may include

indexing
linking

sorting
comparing
categorising
integrating

Evaluation of information issues may include

credibility
reliability
validity
accuracy
pertinence
relevance

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Unit Sector(s)

Not applicable.