



Australian Government

Assessment Requirements for SFICPL306 Gather, collate and record information

Release: 1

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Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

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 gathered, collated and recorded fishery or aquaculture information according to jurisdictional laws, from each of the following sources on at least one occasion each:

- community members or forum
- an individual for purpose of preparing a statement
- an individual through interview
- information systems and technology.

In doing the above, evidence must also include:

- obtaining information relevant to the matter
- sorting and collating information relevant to the purpose
- recorded information in the required format.

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:

- information types and sources relating to fisheries or aquaculture issues
- jurisdictional laws, by-laws and regulations relating to:
 - fisheries management
 - environmental management
 - offences against persons and property
 - accessing information systems
 - privacy and freedom of information
 - the rights of individuals in relation to the conduct of interviews and statement compilation

- procedures and security measures for accessing, storing and retrieving data from fisheries or aquaculture databases
- effective interviewing techniques that comply with jurisdictional law and codes of ethics
- procedures relating to taking statements and interviewing.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a fisheries or aquaculture compliance monitoring setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - access to interview and evidence recording equipment
 - access to sources of information, including database systems
- specifications:
 - access to jurisdictional laws and regulations, freedom of information and privacy laws and guidelines, codes of ethics and practice
- relationships:
 - evidence of interactions with suitable people to interview.

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

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>