



Australian Government

SFICPL306 Gather, collate and record information

Release: 1

SFICPL306 Gather, collate and record information

Modification History

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

Application

This unit of competency describes the skills and knowledge required to gather, collate and record information for fisheries or aquaculture related issues.

The unit applies to individuals who are required to obtain statements, conduct interviews and use fishery or aquaculture database systems to document information. It includes situations where freedom of information and privacy legislation apply.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety, biosecurity and environmental regulations, legislation and standards that apply to the workplace.

Regulatory requirements apply to this unit. Users are required to check with the relevant jurisdiction for current requirements.

Pre-requisite Unit

Nil

Unit Sector

Compliance (CPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Obtain, record and analyse information from the community	1.1 Seek, collect and record information relevant to fishery or aquaculture issues 1.2 Analyse, sort and collate information in relation to the purpose for which it is being obtained 1.3 Ensure contents of the information recording forms and reports are

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	complete, accurate, concise, legible, understandable and in the required format
2. Conduct interviews	2.1 Plan, manage and conduct interviews to gather maximum amount of information relevant to the matter being examined 2.2 Ensure all interviewees are afforded their legal rights and treated fairly and equitably according to judicial standards 2.3 Employ interview techniques that comply with jurisdictional law and agency codes of ethics and practice 2.4 Operate interview and evidence recording equipment according to judicial standards
3. Take and compile statements	3.1 Obtain statements relevant to the matter being examined 3.2 Use active listening and effective questioning to extract and clarify details. 3.3 Prepare comprehensive statements relevant to the matter being examined according to judicial standards
4. Use information and database systems	4.1 Check information entered on database systems is accurate, understandable, complete and verifiable, and the required agency data entry security procedures are adhered to 4.2 Identify and access appropriate sources of information 4.3 Retrieve valid information from appropriate database systems 4.4 Comply with freedom of information and privacy laws or guidelines 4.5 Sort and collate information collected according to agreed criteria 4.6 Access and store information according to agency codes of ethics and practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
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Skill	Description
Reading	- Identifies and interprets relevant information and requirements of jurisdictional laws, by-laws and regulations - Interprets and compares records and documents
Writing	Records fishery or aquaculture related information
Navigate the world of work	Interprets and follows workplace requirements, and seeks clarification or other assistance when required
Interact with others	Uses appropriate vocabulary, conventions and protocols, including technical language relevant to role
Get the work done	- Plans and organises own work activities and resources - Resolves and de-escalate conflicts; makes decisions about appropriate compliance response

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
SFICPL306 Gather, collate and record information	SFICOMP316A Gather, collate and record information	Updated to meet Standards for Training Packages Element 5 removed to better reflect unit intent	Equivalent unit

Links

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