



Australian Government

Department of Education, Employment and Workplace Relations

SFICOMP316A Gather, collate and record information

Release: 1

SFICOMP316A Gather, collate and record information

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves gathering, collating and recording information. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
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Application of the Unit

Application of the unit	Information may be gathered through statements or interviews. It may also be obtained from fishery or aquaculture database systems. Freedom of information and privacy legislation may apply.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

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. Obtain, record and analyse information from the community	1.1. Information sought is relevant to fishery or aquaculture issues and is collected and recorded. 1.2. Information obtained is analysed, sorted and collated in relation to the purpose for which it is being obtained. 1.3. Contents of the information recording forms/reports is complete, accurate, concise, legible, understandable and in the required format.
2. Take and compile statements	2.1. Statements relevant to the matter being examined are sought. 2.2. Comprehensive statements are taken and contain all details relevant to the matter being examined. 2.3. Active and accurate listening is used when taking statements from persons.
3. Conduct interviews	3.1. Interviews are planned, managed and conducted to gather maximum amount of information relevant to the matter being examined. 3.2. All interviewees are afforded their legal rights and treated fairly and equitably. 3.3. Interview techniques employed comply with jurisdictional law and agency codes of ethics/practice. 3.4. Interviews are conducted and recorded correctly. 3.5. Interview and evidence recording equipment is operated correctly.
4. Utilise fishery or aquaculture and other appropriate information/database systems	4.1. Information entered on database systems is accurate, understandable, complete and verifiable, and the required agency data entry security procedures are adhered to. 4.2. Appropriate sources of information are identified and correctly accessed. 4.3. Information is legitimately retrieved from appropriate database systems. 4.4. Freedom of information and privacy laws or guidelines are complied with. 4.5. Information collected is sorted and collated according to criteria agreed to with supervisor. 4.6. Information is accessed and stored according to agency codes of ethics/practice.
5. Exchange information	5.1. Communication linkages within the

ELEMENT	PERFORMANCE CRITERIA
with other members within the agency	organisation/department are identified and utilised to exchange/share information. 5.2. Information received is assessed for relevancy to the purpose/issue for which it was sought. 5.3. Information is shared with agency sanctioned fellow officers. 5.4. Irrelevant information is disposed of according to agency procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- conducting interviews
- using appropriate investigative techniques
- operating interviewing recording equipment
- preparing and compiling statements
- questioning and interviewing
- using information systems
- using technology.

Literacy skills used for:

- identifying, labelling and storing of evidence
- preparing and compiling statements
- reading and researching background literature
- recording information.

Required knowledge

- information types and their sources
- 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

REQUIRED SKILLS AND KNOWLEDGE

- the rights of individuals in relation to the conduct of interviews and statement compilation
- procedures and security measures for accessing, storing, retrieving and sharing data from fishery or aquaculture databases.

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	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessment must confirm ability to: • conduct interviews • prepare and compile statements • gather relevant information and record it accurately. Assessment must confirm knowledge of: • jurisdictional laws and procedures relevant to gathering and recording information • sources of relevant information.
Context of and specific resources for assessment	Assessment is to be conducted in the workplace or simulated work environment. Resources may include: • access to interview and evidence recording equipment.
Method of assessment	The following assessment methods are suggested: • observation of practical demonstration • practical exercises or role-plays • written or oral short-answer testing.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

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

RANGE STATEMENT	
situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Information from the community could be related to:	• addressing general community safety issues • assisting in the investigation and/or prosecution of criminal activity, location of witnesses to and/or suspects of such activity • establishing participative community programs • locating missing persons • progressing/supporting court hearings/matters.
Information to be collected may come from:	• commercial and recreational boaters and fishers • community business leaders • ethnic communities • crime/accident/incident scenes • fellow officers • individuals • industry representatives and leaders • informants • local government • local media • Oceanwatch, Coastcare, Waterwatch, Landcare, and other similar community groups • public community forums • schools.
Information recording forms/reports may include:	• hand written and electronically-based proformas and reporting styles.
Statements should be comprehensive and may contain:	• all details which may assist the investigation and/or prosecution • all information required by court • all relevant information. Statements may be taken at agreed locations and are to be recorded in a written format that complies with the legal requirements for statements. Where appropriate and legal, statements may also be recorded in forms other than written, such as audiotape or audiovisual (video) tape.
Interview and evidence recording equipment may include:	• audiotape recorders • video cameras and recording equipment • cameras authorised for the purpose of recording interviews and statements that can be

RANGE STATEMENT

	tendered as evidence in courts. In some agencies, interview and evidence recording equipment may also include basic fingerprinting equipment. Correct use of the equipment includes the authorisation, labelling, storage and filing of tapes and film (original and duplicates).
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Unit Sector(s)

Unit sector	Fisheries compliance
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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