



Australian Government

SITXCOM001 Source and present information

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to conduct basic research and present information in response to an identified need.

The unit applies to all industry sectors and to any individual who needs to use very basic research and presentation skills in the workplace. People working under supervision would undertake this role.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Communication and Teamwork

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Source information.	1.1. Identify current information sources appropriate to the information to be sourced. 1.2. Access information sources and review for relevance. 1.3. Obtain information within designated timelines.
2. Prepare and present information.	2.1. Review information and select content to suit the specific need. 2.2. Draft text if required, including appropriate information. 2.3. Express information clearly, concisely and accurately. 2.4. Present information according to organisational guidelines

and in a format appropriate to circumstances and audience.
2.5.Deliver information to appropriate person within designated timelines.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• source and interpret information on familiar topics.
Writing skills to:	• record simple information using an established format.
Oral communication skills to:	• present simple information clearly and logically.
Learning skills to:	• identify and approach a more experienced worker for help.
Self-management skills to:	• meet organisational requirements when sourcing and presenting required information.
Technology skills to:	• use the internet as a research tool.

Unit Mapping Information

SITXCOM101 Source and present information

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>