

Competency Unit	BSBINM401A Implement workplace information system				
Unit Descriptor	<i>This unit of competency This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. Frontline managers play a significant role in contributing to the organisation's effectiveness in identifying, acquiring, analysing and using appropriate information. At this level, work will normally be carried out within routine and non routine methods and procedures, which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.</i>				
Client Candidate Name	Third Party Employer Representative Name		RTO Assessor Name		
Signature	Signature		Signature		
Date	Date		Date		
Supplementary evidence has been provided for this unit <input type="checkbox"/>			Supervisor <input type="checkbox"/> Client <input type="checkbox"/> Colleague <input type="checkbox"/>		Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

Skills and Attitudes Assessment

How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to appropriate documentation and resources normally used in the workplace. A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: demonstration of techniques in working with information management systems; direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; oral or written questioning to assess knowledge of relevant technology; review of documentation analysing information trends and developments; written reports on future information system needs; review of preparation undertaken for team members to work with new technology and information system changes. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>			
		Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3
		Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor
		Yes No	Yes No	Yes No
<i>literacy skills to work with information, and to research and present information in ways that are appropriate to the work team.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>technology skills to work with a range of information systems.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>analysis of the information that is required for the effective functioning of the team's work together.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>knowledge of the range of information systems that are, or should be, available in the workplace.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>ability to recognise what information system changes and improvements will be required in the future.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Manages a number of different tasks within the job.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Responds to problems, breakdowns, changes to routine.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<i>Demonstrates a positive attitude and responsibility to work.....</i>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined Yes No

<p>Identify and source information needs Determine and locate information required by teams Acquire and review information held by the organisation to determine suitability, accessibility, currency and reliability according to organisational policies Collect, analyse and report information Collect information, which is adequate and relevant to the needs of teams, in a timely manner Ensure information is in a format suitable for analysis, interpretation and dissemination Analyse information to identify and report relevant trends and developments in terms of the needs for which it was acquired</p>	<p>Implement information systems Implement management information systems effectively to store, retrieve and regularly review data for decision making purposes Use technology available in the work area to manage information effectively Submit recommendations for improving the information system to designated persons and/or groups</p>	<p>Prepare for information system changes Collect information about information system future needs in consultation with colleagues, including those who have a specialist role in resource management Ensure estimates of information system future needs reflect the organisation's business plans, and customer and supplier requirements Support proposals to secure resources by clearly presenting submissions that describe realistic options, benefits, costs and outcomes Prepare team members to work with new technology and information system changes</p>
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Feedback provided to candidate: Candidate signature:

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Assessment Outcome *Competent* *Not yet competent* **Candidate appeals the outcome** *Yes* *No* *Initials*..... *Details of appeal:*

Knowledge Assessment	
Competency Unit	<i>BSBINM401A Implement workplace information system</i>
I have supporting documentary evidence to demonstrate that I already attain the required knowledge for this unit and the evidence is attached <input type="checkbox"/>	

Alternatively:
For each of the following criteria, please provide an example of how you have met the requirement in the workplace. If there is insufficient space, attach additional pages. Please attach supporting evidence where possible.

Identify and source information needs (Use the following as a guide to your answer)

- **Determine and locate information required by teams**
- **Acquire and review information held by the organisation to determine suitability, accessibility, currency and reliability according to organisational policies**

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Collect, analyse and report information (Use the following as a guide to your answer)

- **Collect information, which is adequate and relevant to the needs of teams, in a timely manner**
- **Ensure information is in a format suitable for analysis, interpretation and dissemination**
- **Analyse information to identify and report relevant trends and developments in terms of the needs for which it was acquired**

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Initials of Trainer/Assessor _____

Initials of Candidate _____

