Contents

Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
Australian Qualifications Framework The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.	Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: www.aqf.edu.au.
Volume of learning When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	The sample delivery plans provided in section 3.2 include suggested time allocations. You may need to adjust these allocations when planning delivery in the context of a whole qualification to meet volume of learning requirements and learner needs.

Section 2: Unit of competency information

2.1 Unit of competency

BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems.

It applies to individuals who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

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

Prerequisite units

None

2.2 Unit of competency assessment requirements

Assessment requirements for BSBINM301 Organise workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance evidence	Evidence of the ability to: • efficiently and effectively gather, assess, organise and use workplace information as part of own job role • provide accurate information for defined purposes • maintain and handle data and documents systematically • use business technology to manage information • communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information • apply relevant legislation and regulations to workplace information • monitor, review and modify information processes. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.
Knowledge evidence	To complete the unit requirements safely and effectively, the individual must: • explain how legislation and regulations may affect the gathering organising and distribution of workplace information • describe methods for checking validity of information and its sources • describe organisational recordkeeping and filing systems, security procedures and safe recording practices • identify workplace policies and procedures relating to workplace information.

3.2 Delivery plans

The following sample delivery plans can be used to deliver *BSBINM301 Organise workplace information*. These plans, including the time allocations, are suggestions only. You may need to add to them, change them or substitute your own activities according to the interest level, experience of the learners and the specific situation. Remember, it is your responsibility as the trainer to use the most appropriate strategies for your learners.

The delivery plans have been developed for use in a face-to-face delivery environment. However, certain features of the delivery plans can be adapted to be used for individual/online learners, particularly for those parts of the learning content that necessitate some form of group interaction or communication.

Topic: Collect and assess information	
Suggested time allocation: 12 hours **Suggested resources**: • Recommended reading • Slide presentation software	**Slide nos**: 2–14
Recommended reading	**Terminology checklist**
Aspire learner guide *BSBINM301 Organise workplace information*, Release 1 Topic 1: Collect and assess information	• Information • Conduct • Ethics • Protocols • Policies, guidelines and requirements • Management structure • Work health and safety • Record updating procedures • Quality assurance • Security and confidentiality procedures • Anti-discrimination legislation • Clarity • Accuracy • Currency • Relevance • Information management system • Interpersonal skills • Active listening • Body language
Suggested training strategies	
• Commence facilitation of this unit of competency by introducing learners to the Aspire learner guide for *BSBINM301 Organise workplace information*. The appendices of the learner guide provide details of the elements, performance criteria and performance and knowledge evidence that are required to demonstrate competence in this unit. You may wish to discuss recognition of prior learning processes with learners at this stage.	

3.3 Learning mapping

BSBINM301 Organise workplace information, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Collect and assess information	Topic 1: Collect and assess information	n/a	n/a
1.1 Access product and service information in accordance with organisational requirements	1A Access product and service information	1	Activity 1: Part A 3 Part B 2 Part D 1, 2, 3, 4, 5, 6, 7, 8
1.2 Ensure methods of collecting information are reliable and make efficient use of available time and resources	1B Use reliable methods to collect information efficiently	2	Activity 1: Part A 2 Part B 1, 2 Part C 1, 3 Part D 5, 6
1.3 Assess information for clarity, accuracy, currency and relevance to intended tasks	1C Assess information for clarity, accuracy and relevance	3	Activity 1: Part A 2 Part B 1, 2 Part C 1, 2, 3 Part D 5, 6
1.4 Use interpersonal skills to access relevant information from teams and individuals	1D Use interpersonal skills to access information from colleagues	4	Activity 1: Part A 4 Part D 7
Element 2: Organise information	Topic 2: Organise information	n/a	n/a

4.2 Assessment procedures

Contextualisation

Final assessment tasks provided to candidates may need to be contextualised to include such requirements as organisational policies and procedures, work health and safety management strategies, state/territory regulatory requirements and organisational resources or equipment.

If contextualising any resources, assessors must:

- meet with key personnel within the organisation such as supervisors, human resources personnel and team leaders to identify sources of information and establish how performance and knowledge are demonstrated within the workplace

- re-map the resources in the relevant mapping documentation to ensure the integrity of the assessment tool is unaffected

- forward contextualised resources to your training organisation's compliance manager for approval.

4.3 Assessment mapping

BSBINM301 Organise workplace information, Release 1

Unit of competency	Part A – Questioning	Part B – Project: Scenario	Part C – Project: At work	Part D – Observation	Part E – Third-party report
Element 1: Collect and assess information					
1.1 Access product and service information in accordance with organisational requirements		P1			
1.2 Ensure methods of collecting information are reliable and make efficient use of available time and resources			O1	O1	
1.3 Assess information for clarity, accuracy, currency and relevance to intended tasks		P4			
1.4 Use interpersonal skills to access relevant information from teams and individuals		P5			
Element 2: Organise information					
2.1 Organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements		P6			
2.2 Use appropriate technology/systems to maintain information in accordance with organisational requirements			O11	O11	

4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

Record of outcome

Training organisation name:		
Candidate name:		
Unit code and title:	*BSBINM301 Organise workplace information*, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		**Satisfactorily completed**
	Part A – Questioning	❑
	❑ Part B – Project: Organising workplace information at BizOps OR ❑ Part C – Project: Organising workplace information at work	❑
	❑ Part D – Observation OR ❑ Part E – Third-party report	❑