

Errata

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Title: BSBINM501 Manage an information or knowledge management system (Assessment resource)

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Page numbers: 21, 22 and 27

| Attachments |
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| NEW pp.21, 22 and 27: BSBINM501 Manage an information or knowledge management system (Assessment resource) |

Please use the attached page to replace erroneous page in the above resource.

Aspire Learning Resources

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| | <p>17. Internal politics impacting the ability to coordinate activities enterprise-wide</p> <p>General purchase information management system guidelines</p> <p>The general purchase information management system (IMS) gathers information on:</p> <ul style="list-style-type: none"> • purchase conditions • the best supplier • the possible cuts in purchase costs • storage costs • handling cost cuts • the optimum order quality • delivery terms and conditions • training requirements for purchasing staff • the purchase risk level. <p>The IMS also aims to provide market research information and field data based on an appropriate sample.</p> |
| <p>Instructions to the candidate</p> | <p>Read the information you have been given. Present your findings in a word-processed report, keeping in mind its intended audience.</p> <p>Include responses to the following tasks in your report.</p> <ol style="list-style-type: none"> 1. Organise learning to use the information or knowledge management system: <ol style="list-style-type: none"> a) Identify the learning needs of relevant BizOps personnel, and planned learning activities to enable them to use an information or knowledge management system. b) Identify the secure human, financial and physical resources required for learning activities to use an information or knowledge management system, and how you would provide them. c) Explain how you will organise and facilitate these learning activities. d) Describe how you will monitor and document the effectiveness of the chosen learning activities. e) Explain how you will monitor the progress of planned activities and schedules. 2. Manage the use of the information or knowledge management system: <ol style="list-style-type: none"> a) Describe how you will ensure implementation of policies and procedures for the information or knowledge management system are monitored for compliance, effectiveness and efficiency. b) Discuss how you will use correct application of policies and procedures for the information or knowledge management system. c) Explain how you plan to address implementation issues and problems as they arise. d) Describe how you will adhere to commercial confidentiality. e) Explain how you will monitor integration and alignment with data and information systems and ensure effectiveness of appropriate policies and procedures. f) Describe how you will collect information on achievement of performance measures. g) Describe how you will ensure the correct management of organisational records. h) Describe how you plan to manage contingencies, such as system |

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| | <p>failure or technical difficulties, by accessing technical specialist help when required.</p> <p>i) Discuss the implemented strategies you will deploy for a diverse range of colleagues and clients in order to build rapport and foster strong relationships.</p> <p>3. Review the use of the information or knowledge management system:</p> <p>a) Explain how you will analyse effectiveness of the management system and report on strengths and limitations of the current BizOps system.</p> <p>b) How effective are the current General purchase information management system guidelines?</p> <p>c) Describe your research method and how you critically analysed documentation from a variety of sources to determine requirements.</p> <p>d) Explain the business and operational plan review process and how you determine its effectiveness.</p> <p>e) Provide your proposed knowledge management system outcomes.</p> <p>f) Describe the importance of taking full responsibility for following policies, procedures and legislative requirements.</p> <p>g) Explain how you will encourage the BizOps team to take responsibility for planning and sequencing complex tasks and workload.</p> <p>h) List the recommendations you will make for improvement to the current BizOps management system, policy or work practices as appropriate.</p> <p>The final documents you submit for assessment will be assessed using the project criteria provided.</p> <p>All project criteria outlined must be covered satisfactorily for Part B to be completed satisfactorily.</p> <p>You must complete the project unassisted by the assessor or other personnel, but may refer to reference material as needed.</p> |
| Resources required | <p>The following materials are required for this project to be completed:</p> <ul style="list-style-type: none"> • A computer, including internet access and word-processing software |
| Assessment conditions | <p>Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:</p> <ul style="list-style-type: none"> • relevant legislation, regulation, standards and codes • relevant workplace systems, documentation and resources • case studies and, where possible, real situations • interaction with others. <p>Assessors must satisfy NVR/AQTF assessor requirements.</p> |
| Reasonable adjustment | <p>If you are unable to undertake the project assessment as designed, a further scenario/project may be used as an alternative approach if negotiated with your assessor.</p> |

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| | <p>c) Describe your research method and how you critically analysed documentation from a variety of sources to determine requirements.</p> <p>d) Explain the business and operational plan review process and how you determine its effectiveness.</p> <p>e) Provide your proposed knowledge management system outcomes.</p> <p>f) Describe the importance of taking full responsibility for following policies, procedures and legislative requirements.</p> <p>g) Explain how you would encourage others to take responsibility for planning and sequencing complex tasks and workload.</p> <p>h) List the recommendations you would make for improvement to the current information management system, policy or work practices as appropriate.</p> <p>The final documents you submit for assessment will be assessed using the project criteria provided.</p> <p>You must complete the project unassisted by the assessor or other personnel, but may refer to reference material as needed.</p> |
| Resources required | <p>The following materials are required for this observation to be undertaken:</p> <ul style="list-style-type: none"> • A workplace or work placement • A computer, including internet access and word-processing software • Organisational documentation, workplace systems and relevant resources |
| Assessment conditions | <p>Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – information management field of work and include access to:</p> <ul style="list-style-type: none"> • relevant legislation, regulation, standards and codes • relevant workplace systems, documentation and resources • case studies and, where possible, real situations • interaction with others. <p>Assessors must satisfy NVR/AQTF assessor requirements.</p> |
| Reasonable adjustment | <p>If you are unable to undertake the project assessment as designed, a further scenario/project may be used as an alternative approach if negotiated with your assessor.</p> |