

**Modification history**

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

<b>SFICPL316</b>	<b>Gather, collate and record information</b>
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to gather, collate and record information for fisheries or aquaculture related issues.</p> <p>The unit applies to individuals who are required to obtain statements, conduct interviews and use fishery or aquaculture database systems to document information. It includes situations where freedom of information and privacy legislation apply.</p> <p>All work must be carried out to comply with workplace procedures, according to state/territory health and safety, biosecurity and environmental regulations, legislation and standards that apply to the workplace.</p> <p>Regulatory requirements apply to this unit. Users are required to check with the relevant jurisdiction for current requirements.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Compliance (CPL)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Obtain, record and analyse information from the community	1.1 Seek, collect and record information relevant to fishery or aquaculture issues 1.2 Analyse, sort and collate information in relation to the purpose for which it is being obtained 1.3 Ensure contents of the information recording forms and reports are complete, accurate, concise, legible, understandable and in the required format
2. Take and compile statements	2.1 Seek statements relevant to the matter being examined 2.2 Take comprehensive statements containing all details relevant to the matter being examined according to judicial standards 2.3 Use active listening and effective questioning when taking statements
3. Conduct interviews	3.1 Plan, manage and conduct interviews to gather maximum amount of information relevant to the matter being examined 3.2 Ensure all interviewees are afforded their legal rights and treated fairly and equitably according to judicial standards 3.3 Employ interview techniques that comply with jurisdictional law and agency codes of ethics and practice 3.4 Operate interview and evidence recording equipment
4. Use information and database systems	4.1 Check information entered on database systems is accurate, understandable, complete and verifiable, and the required agency data entry security procedures are adhered to 4.2 Identify and access appropriate sources of information 4.3 Retrieve valid information from appropriate database systems 4.4 Comply with freedom of information and privacy laws or guidelines 4.5 Sort and collate information collected according to agreed criteria 4.6 Access and store information according to agency codes of ethics and practice

<b>Elements</b>	<b>Performance Criteria</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
5. Exchange information with other agency members	5.1 Identify communication linkages used to exchange and share information within the organisation or department 5.2 Assess information received for relevancy to the purpose or issue for which it was sought 5.3 Share and discuss information with agency members 5.4 Dispose of irrelevant information according to agency procedures

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>Identify and interpret relevant information and requirements of jurisdictional laws, by-laws and regulations</li> <li>Interpret and compare records and documents</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Record fishery or aquaculture related information</li> </ul>
Navigate the world of work	<ul style="list-style-type: none"> <li>Interpret and follow workplace requirements and seek clarification or other assistance when required</li> </ul>
Interact with others	<ul style="list-style-type: none"> <li>Use appropriate vocabulary, conventions and protocols, including technical language relevant to role</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Plan and organise own work activities and resources</li> <li>Resolve and de-escalate conflicts; make decisions about appropriate compliance response</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
SFICPL316 Gather, collate and record information	SFICOMP316A Gather, collate and record information	Updated to meet Standards for Training Packages	Equivalent unit

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273</a>
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<b>TITLE</b>	<b>Assessment requirements for SFICPL316 Gather, collate and record information</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that the individual has gathered, collated and recorded fishery or aquaculture information on at least one occasion including:</p> <ul style="list-style-type: none"> <li>• collecting, recording, analysing, sorting and collating relevant information from community members</li> <li>• taking, preparing and compiling statements</li> <li>• planning and managing interviews</li> <li>• using appropriate investigative techniques when conducting interviews</li> <li>• operating interview recording equipment</li> <li>• using information systems and technology to obtain and record information</li> <li>• sharing information with agency members</li> <li>• complying with jurisdictional laws, including freedom of information and privacy and codes of ethics and practice.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• information types and sources relating to fisheries or aquaculture issues</li> <li>• jurisdictional laws, by-laws and regulations relating to: <ul style="list-style-type: none"> <li>• fisheries management</li> <li>• environmental management</li> <li>• offences against persons and property</li> <li>• accessing information systems</li> <li>• privacy and freedom of information</li> <li>• the rights of individuals in relation to the conduct of interviews and statement compilation</li> </ul> </li> <li>• procedures and security measures for accessing, storing, retrieving and sharing data from fisheries or aquaculture databases</li> <li>• effective interviewing techniques that comply with jurisdictional law and codes of ethics</li> <li>• procedures relating to taking statements and interviewing.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• skills must be demonstrated in a fisheries or aquaculture compliance monitoring setting or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• access to interview and evidence recording equipment</li> <li>• access to sources of information, including database systems</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• access to jurisdictional laws and regulations, freedom of information and privacy laws and guidelines, codes of ethics and practice</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• interactions with suitable people to interview.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273</a>