

Modification history

Release	Comments
Release [1]	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version [1.0].

AHCILM404	Record and document Community history
Application	This unit of competency describes the skills and knowledge required to record and document Community history. All work is done according to enterprise procedures and cultural protocols. This unit applies to individuals who demonstrate autonomy, judgement and limited responsibility for others in known or changing contexts. Cultural beliefs and practices vary across locations and communities and in some situations non-Aboriginal learners may not be able to access the cultural knowledge or materials required to achieve competency in this unit due to restrictions that are applied to non-Aboriginal people gaining access to cultural knowledge, material or sites. In these situations the Registered Training Organisation will be required to make alternative arrangements for learners that are still consistent with the delivery and assessment requirements for this unit. No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication
Prerequisite Unit	Nil
Unit Sector	Indigenous Land Management (ILM)

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. Prepare for interviews with Community members	1.1 Determine purpose and objectives of interviews 1.2 Research background to topic and events 1.3 Identify people (narrators) who may be able to provide information on topic and events 1.4 Develop process for individual or group sessions with narrators according to topic and events to be covered 1.5 Develop and check basic questions for interviews with narrators 1.6 Obtain and check equipment, locations and other resources 1.7 Obtain permissions from Cultural Authority to conduct interviews about Community history and culture 1.8 Invite selected narrators
2. Conduct interviews with Community members	2.1 Explain oral history process to narrators to obtain their consent to record and use information provided 2.2 Set up and test recording equipment for operation 2.3 Identify recording media for later reference 2.4 Follow cultural protocols and use appropriate language 2.5 Use basic questions to initiate the interview 2.6 Take notes to identify supplementary questions and to support recording media 2.7 Manage interview process to obtain expected and unexpected information, including memories of incidents 2.8 Support narrator to express memories and opinions in an uncritical and positive setting 2.9 Provide positive feedback on the narrator's assistance 2.10 Manage the environment and distractions to maintain a positive response from the narrator 2.11 Manage session lengths to avoid tiring narrators and interviewer

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
3. Transcribe and edit information	3.1 Handle recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements 3.2 Transcribe interviews according to agreements with narrators 3.3 Provide draft written or oral transcripts to narrators for editing according to agreement with narrators 3.4 Complete editing according to narrator's wishes 3.5 Record and manage information on narrator's doubts or hesitancy on certain facts, and conflicting information between interviews separately from transcripts
4. Store records	4.1 Store recorded media and transcripts to maintain recording quality, accuracy, security and privacy requirements 4.2 Control access to records according to the narrator's wishes

Foundation Skills	
<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>	
Skill	Description
[Skill]	<ul style="list-style-type: none"> • [Style to be applied is SI Bullet List 1 • Use sentence case (i.e. commence with upper case) for each bullet point but do not put a full stop at the end • See <i>Guidelines</i> for the skills to be described, the order in which to list them and hints on writing descriptions
[Skill]	<ul style="list-style-type: none"> • SI Bullet List 1 • SI Bullet List 1
[Style to be applied in left column is SI Text]	<ul style="list-style-type: none"> • SI Bullet List 1 • SI Bullet List 1]

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
[SI Text]	[SI Text]	<p>[SI Text For equivalent or no equivalent units include detail of the work undertaken.</p> <p>For newly created add the following statement: The unit has been created to address a skill or task required by industry that is not covered by an existing unit</p> <p>For a deleted unit add the following statement: The unit is deleted as the skill or task is no longer required by industry]</p>	<p>[Equivalent OR Not equivalent OR Newly created OR Deleted]</p>

Links	Companion Volumes, including Implementation Guides, are available at VETNet: [Insert hyperlink for the training package]. See Guidelines for developing training package products for directions on how to find the right hyperlink
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TITLE	Assessment requirements for AHCILM404 Record and document Community history
Performance Evidence	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has xxx:</p> <ul style="list-style-type: none"> record and document Community history in accordance with Community protocols and permissions prepare for interviews by identifying topics, people to be interviewed, questions and interview processes and checking equipment identify appropriate individuals or groups for interviews and obtain necessary permissions use communication skills and language appropriate to the interviewee set up all recording equipment according to enterprise procedures and needs of interview processes conduct either individual or group interviews to elicit a wide range of information take detailed notes of conversations for further reference and to help source supporting information transcribe and edit information, using supporting documentation where possible store recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements according to enterprise procedures. 	
Knowledge Evidence	
<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"> background and context of subject areas covered in the interviews/sessions objectives of the natural and/or cultural resource research range of communication approaches relevant cultural protocols enterprise procedures relating to the recording, management and storage of oral and community information recording techniques and media set-up and use of microphones and video cameras use of still cameras Community protocols, customs and Cultural Authorities for recording cultural knowledge and history. 	
Assessment Conditions	
<p>Assessment of the skills in this unit of competency must take place under the following conditions: If any of the first level dot points do not apply to this unit, then please delete the point completely, e.g. if no interactions are needed with people at all, then you would delete the relationships point and second level points.</p> <ul style="list-style-type: none"> [physical conditions:] <ul style="list-style-type: none"> [e.g. skills must be demonstrated in [a commercial kitchen/a racing stable/veterinary practice/vineyard] or an environment that accurately represents workplace conditions] [resources, equipment and materials:] <ul style="list-style-type: none"> [e.g. live horses] [e.g. use of specific tools] [e.g. use of specific items of personal protective equipment] [specifications:] <ul style="list-style-type: none"> [e.g. use of specific workplace documents such as policies, procedures, processes, forms] [e.g. use of manufacturer's operating instructions for specific equipment, machinery, etc.] [e.g. access to specific safety data sheets] [e.g. use of workplace instructions/job specifications/client briefs] 	

Assessment Conditions	
<ul style="list-style-type: none"> • [access to specific legislation/codes of practice] • [relationships: Assessment must comply with Community protocols and be supported by Elders and Custodians of Country. <ul style="list-style-type: none"> • [e.g. client(s), customer(s)] • [e.g. team member(s), supervisor(s)] • [timeframes: (include only if time is an essential assessment condition) <ul style="list-style-type: none"> • [e.g. according to time specified in job sheet] • [e.g. within a specific time period] • [final point only ends with a full stop.] <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p> <p>Delete the following if there are no additional assessor requirements. [In addition, the following specific assessor requirements apply to this unit:</p> <ul style="list-style-type: none"> • SI Bullet List 1 • SI Bullet List 1: <ul style="list-style-type: none"> • SI Bullet List 2.] 	
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