Modification history

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| Release | Comments |
| Release 1 | This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 8.0. |

| AHCILM4X04 | Record and document Community history |
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| Application | This unit of competency describes the skills and knowledge required to record and document Aboriginal and/or Torres Strait Islander 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.  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 |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare for consultation with Community members | 1.1 Determine purpose and objectives of consultations  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 and Community members to conduct interviews about Community history and culture |
| 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 Follow cultural protocols and use appropriate language  2.4 Use basic questions to initiate the interview  2.5 Take notes to identify supplementary questions  2.6 Manage interview process to obtain expected and unexpected information  2.7 Support narrator and provide positive feedback  2.8 Manage the environment, distractions and session length |
| 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  3.4 Complete editing  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 |

| Foundation Skills  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. | |
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| Skill | Description |
| Reading | * Interpret, analyse and extract information from a range of sources including legal documents, policies and procedures |
| Oral Communication | * Use culturally appropriate verbal and non-verbal communication |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AHCILM4X04 Record and document Community history | AHCILM404 Record and document Community history | Minor changes to Application  Minor changes to Elements and Performance Criteria Added Foundation Skills Revised Performance Evidence to express assessment in terms of frequency  Revised Knowledge Evidence  Revised Assessment Conditions to include Assessor requirements | Equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72. |

| TITLE | Assessment requirements for AHCILM4X04 Record and document Community history |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has on at least one occasion:   * recorded and documented Community history in accordance with Community protocols and permissions * prepared for interviews by identifying topics, people to be interviewed, questions and interview processes and equipment to be used * identified appropriate individuals or groups for interviews and obtained necessary permissions * set up all recording equipment according to enterprise procedures and needs of interview processes * conducted either individual or group interviews to elicit a wide range of information * provided feedback following interviews * taken detailed notes of conversations for further reference and to help source supporting information * transcribed and edited information, using supporting documentation where possible * stored recorded media and transcripts to maintain recording quality and accuracy and security and privacy requirements. | |

| Knowledge Evidence |
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| 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:   * background and context of subject areas covered in the interviews/sessions * objectives of the natural and/or cultural resource research * range of communication approaches including verbal and non verbal communication * relevant cultural protocols including principles of free, prior and informed consent * the cultural rights and responsibilities when seeking and using Aboriginal and/or Torres Strait Islander Community knowledge, information and material * enterprise procedures relating to the recording, management and storage of oral and community information * recording techniques and media * set-up and use of microphones, still cameras and video cameras * Community protocols, and Cultural Authorities for recording cultural knowledge and history. |

| Assessment Conditions |
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| Assessment of the skills in this unit of competency must take place under the following conditions:   * physical conditions: * skills must be demonstrated on Country and/or within an Aboriginal and/or Torres Strait Islander Community or an environment that accurately represents workplace conditions * specifications: * access to specific legislation/codes of practice * relationships: * local Community Elders and/or Custodians.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. In addition, the following specific assessor requirements apply to this unit:   * Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is: * an Aboriginal and/or Torres Strait Islander Elder and/or Custodian   or:   * accompanied by, or in communication with, an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience and knowledge of local cultural protocols. |

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