



Self Assessment Checklist

BSBINM301A - Organise Workplace Information

Student Name _____

Evidence Guide

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.

Evidence of the following is essential:

- Providing accurate information for defined purposes
- Systematic maintenance and handling of data and documents
- Using business technology to manage information
- Knowledge of relevant legislation

Required Knowledge

- Key provisions of relevant legislation from all forms of government, regulations, standards and documentation that may affect aspects of business operations, such as:
 - Anti-discrimination legislation
 - Ethical principles
 - Codes of practice
 - Privacy laws
 - Occupational health and safety (OHS)
 - Methods for checking validity of information and its sources
 - Organisational recordkeeping/filing systems, security procedures and safe recording practices
 - Policies and procedures relating to distribution of workplace information and legal and ethical obligations

Required Skills

- Analytical skills to classify and report information
- Literacy skills to read and understand a variety of texts and to write, edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information
- Problem solving skills to deal with information which is contradictory, ambiguous, inconsistent or inadequate
- Technology skills to display information in a format suitable to the target audience

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The student must address each performance criteria under the element. The student must provide evidence of the performance criteria to be assessed. All evidence supplied must be the student's own and submitted in an original condition.

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
1. Collect and assess information	1.1 Access produce and service information in accordance with organisational requirements 1.2 Ensure methods of collecting information are reliable and make efficient use of available time and resources 1.3 Assess information for clarity, accuracy, currency and relevance to intended tasks 1.4 Use interpersonal skills to access relevant information from teams and individuals
2. Organise information	2.1 Organise information in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements 2.2 Use appropriate technology/systems to maintain information in accordance with organisational requirements 2.3 Collate information and materials and communicate to relevant designated persons 2.4 Identify difficulties organising and accessing information and solve collaboratively with individuals and team members 2.5 Update and store information in accordance with organisational requirements and systems

Element	Performance Criteria
3. Review information needs	<p>3.1 Actively seek feedback on clarity, accuracy and sufficiency of information to ensure relevance of information and system</p> <p>3.2 Review the contribution of information to decision making and implement appropriate modifications to collection processes</p> <p>3.3 Identify future information needs and incorporate in modifications to collection processes</p> <p>3.4 Document future information needs and incorporate in modifications to reporting processes</p>