



Self Assessment Checklist

BSBINM302A - Utilise a knowledge management system

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:

- Making contributions to knowledge management system
- Records of outcomes resulting from the use of the system
- Knowledge of organisational policies and procedures for knowledge management

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
- Ethical principles
- Codes of practice
- Privacy laws
- Occupational health, safety and welfare (OHS)
- Organisational policies and procedures for knowledge management
- Other relevant organisational policies and procedures, for example:
 - Commercial confidentiality
 - Customer service
 - Information management
- Records management

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

BSBINM302A – Utilise a knowledge management system

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. Access and use knowledge management system	1.1 Access knowledge management system to assist with specific tasks, in line with system procedures 1.2 Administer system, in line with procedures
2. Input knowledge management system	2.1 Gather, analyse and prepare inputs for contribution to the system, in line with procedures 2.2 Check inputs for clarity, accuracy and relevance 2.3 Make inputs to system, in line with procedures 2.4 Analyse requirements of the system and ensure suggestions for improvements are provided to the relevant personnel
3. Review and improve work practices	3.1 Provide feedback about the clarity, accuracy, currency and relevance of the systems output to relevant personnel 3.2 Document learning resulting from the use of the system 3.3 Improve work practices as a result of learning from the use of the system