



**CATAPULT**

# CHCINM001

Meet statutory and organisation information requirements

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CHCINM001.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/CHCINM001/>**

# Trainer/assessor guide

## CHCINM001

### Meet statutory and organisation information requirements

#### Welcome to this unit of study

This unit describes the skills and knowledge required to ensure effectiveness and efficiency of the organisation's information system.

This unit applies to work in a range of health or community service contexts where work may be carried out by senior workers working autonomously within broad guidelines.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Identify and address information requirements .....	5
Collecting, analysing and preparing data on information needs.....	5
Inadequacies in information systems and corrective action .....	9
Check your understanding .....	11
Topic 2: Review options for information management.....	13
Identifying and periodically evaluating sources of information .....	13
Developing information systems and technological resources.....	16
Check your understanding .....	21
Topic 3: Establish and manage systems to record and store information .....	23
Recording and storing information and addressing gaps .....	23
Check your understanding .....	27
Topic 4: Develop staff and resources.....	29
Analysing staff training needs and organising training .....	29
Supervising development of resources and recruiting expertise.....	33
Developing content and format guidelines to guide production .....	36
Check your understanding .....	39
Topic 5: Evaluate and maintain quality information systems.....	41
Evaluating information systems and improving effectiveness .....	41
Monitoring validity, currency and usefulness of information .....	45
Check your understanding .....	51
<b>Assessment workbook.....</b>	<b>53</b>
Unit information.....	55
What is competency-based assessment?.....	56
How will my competency be assessed?.....	57
Assessment agreement.....	58
Foundation skills checklist.....	59
<b>Skills recognition.....</b>	<b>60</b>
Topic 1: Identify and address information requirements .....	61
Topic 2: Review options for information management.....	62
Topic 3: Establish and manage systems to record and store information .....	63
Topic 4: Develop staff and resources.....	64
Topic 5: Evaluate and maintain quality information systems.....	65
<b>Knowledge questions .....</b>	<b>66</b>
Topic 1: Identify and address information requirements .....	67
Topic 2: Review options for information management.....	70
Topic 3: Establish and manage systems to record and store information .....	75
Topic 4: Develop staff and resources.....	76
Topic 5: Evaluate and maintain quality information systems.....	83
Topic 6: Specific knowledge evidence.....	88

<b>Performance tasks</b> .....	<b>94</b>
Third party evidence collection agreement .....	95
Topic 1: Identify and address information requirements .....	96
Topic 2: Review options for information management.....	99
Topic 3: Establish and manage systems to record and store information .....	100
Topic 4: Develop staff and resources.....	101
Topic 5: Evaluate and maintain quality information systems.....	102
<b>Completion record</b> .....	<b>104</b>
<b>Unit mapping and assessment checklist</b> .....	<b>105</b>
<b>Trainer/ assessor user instructions</b> .....	<b>107</b>

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Identify and address information requirements
- » Review options for information management
- » Establish and manage systems to record and store information
- » Develop staff and resources
- » Evaluate and maintain quality information systems

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

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## Assessment workbook

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To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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## Disclaimer

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