



CATAPULT

TLIP4005

Manage workplace information

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit TLIP4005.

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/TLIP4005/>

Trainer/assessor guide

TLIP4005

Manage workplace information

Welcome to this unit of study

This unit involves the skills and knowledge required to manage workplace information.

It includes identifying and sourcing information needs; collecting, analysing and reporting information; using management information systems; contributing to the preparation of operational plans; and preparing resource proposals.

Work is performed under limited or minimum supervision with general guidance on progress and outcomes. It involves the use of discretion and judgement for self and others when managing workplace information systems.

Work involves responsibility for managing information processing and storage systems in the workplace and the leading others individually or in teams.

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

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Identify and source information needs	5
Information needs.....	5
Reviewing information	8
Check your understanding	13
Topic 2: Collect, analyse and report information	15
Collecting information.....	15
Analysing information	20
Check your understanding	29
Topic 3: Use management information systems.....	31
Management information systems	31
Submitting recommendations	35
Check your understanding	39
Topic 4: Contribute to the preparation of operational plans	41
Preparing operational plans.....	41
Presenting operational plans	44
Check your understanding	47
Topic 5: Prepare resource proposals.....	49
Collecting resource data	49
Estimating resource needs	52
Clearly presented submissions	55
Check your understanding	57
References.....	59
Assessment workbook	61
Unit information.....	63
What is competency-based assessment?.....	64
How will my competency be assessed?.....	65
Assessment agreement.....	66
Foundation skills checklist.....	67
Skills recognition.....	68
Topic 1: Identify and source information needs	69
Topic 2: Collect, analyse and report information	70
Topic 3: Use management information systems.....	71
Topic 4: Contribute to the preparation of operational plans	72
Topic 5: Prepare resource proposals.....	73

Knowledge questions	74
Topic 1: Identify and source information needs	75
Topic 2: Collect, analyse and report information	79
Topic 3: Use management information systems.....	85
Topic 4: Contribute to the preparation of operational plans	91
Topic 5: Prepare resource proposals.....	93
Topic 6: Specific knowledge evidence.....	97
Performance tasks.....	99
Third party evidence collection agreement	100
Topic 1: Identify and source information needs	101
Topic 2: Collect, analyse and report information	102
Topic 3: Use management information systems.....	103
Topic 4: Contribute to the preparation of operational plans	104
Topic 5: Prepare resource proposals.....	105
Completion record.....	106
Unit mapping and assessment checklist	107
Trainer/ assessor user instructions.....	111

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify and source information needs
- » Collect, analyse and report information
- » Use management information systems
- » Contribute to the preparation of operational plans
- » Prepare resource proposals

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.

Assessment workbook

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
