

Modification history

Release	Comments
Release 1	This version released with Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

AHCOCM4X04	Record and document Aboriginal and/or Torres Strait Islander Community history
Application	<p>This unit of competency describes the skills and knowledge required to record and document Aboriginal and/or Torres Strait Islander Community history.</p> <p>All work is done according to organisational procedures and local Aboriginal and/or Torres Strait Islander Community cultural protocols.</p> <p>Cultural beliefs and practices vary across locations and Communities and in some situations non-Indigenous learners may not be able to access the cultural knowledge or materials required to achieve competency in this unit due to restrictions that are applied to non-Indigenous people gaining access to cultural knowledge, material or sites. Please refer to Assessment Conditions for guidance.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	On Country Management (OCM)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for consultation with Community members	1.1 Determine purpose and objectives of consultation 1.2 Research background of topic and events 1.3 Identify sensitive topics which may cause distress 1.4 Identify local Community members (narrators) who can provide information on topic and events 1.5 Develop process for individual or group sessions with narrators according to topic and events to be covered 1.6 Develop and check questions for interviews with narrators 1.7 Obtain and check equipment, locations and other resources 1.8 Obtain permissions from local cultural authority and Community members to conduct interviews about Community history and culture
2. Conduct interviews with Community members	2.1 Explain interview 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 Initiate the conversation using culturally appropriate communication 2.5 Take notes to identify supplementary questions 2.6 Manage communication 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

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Store records	4.1 Obtain permissions from local cultural authorities and/or Community members for storage of records, media and transcripts 4.2 Store recorded media and transcripts to maintain recording quality, accuracy, security and privacy requirements 4.3 Ensure confidentiality measures are implemented to control access to records

Foundation Skills	
<i>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.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret, analyse and extract information from a range of sources including legal documents, policies and procedures
Oral Communication	<ul style="list-style-type: none"> Use culturally appropriate verbal and non-verbal communication

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
AHCOCM4X04 Record and document Aboriginal and/or Torres Strait Islander 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

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 .
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TITLE	Assessment requirements for AHCOCM4X04 Record and document Aboriginal and/or Torres Strait Islander Community history
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Performance Evidence
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has recorded and documented Aboriginal and/or Torres Strait Islander Community history on at least one occasion and has:</p> <ul style="list-style-type: none"> • recorded and documented Community history according to local Community protocols and permissions • discussed sensitive topics with cultural authorities to avoid distressing Community members • prepared for interviews by identifying topics, people to be interviewed, questions and interview processes and equipment to be used • complied with requirements of Indigenous Cultural and Intellectual Property (ICIP) and copyright • identified appropriate individuals or groups for interviews and obtained necessary permissions • set up all recording equipment according to procedures and to accommodate the needs for interviews • 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
<p>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:</p> <ul style="list-style-type: none"> • background and context of subject areas covered in the interviews/sessions • sensitive topics may include: <ul style="list-style-type: none"> • British colonisation • stolen generation • displacement • historical and current injustices • necessary permissions may include: <ul style="list-style-type: none"> • recording of information • storage of information • use of information • sharing of information • objectives of the natural and/or cultural resource research • range of communication approaches including verbal and nonverbal communication • relevant cultural protocols including principles of free, prior and informed consent • principles of ICIP and Copyright relevant to the cultural rights and responsibilities of the local Aboriginal and/or Torres Strait Islander Community • organisation procedures relating to the recording, management and storage of oral and community information • recording techniques and media including: <ul style="list-style-type: none"> • digital recording • cameras • video cameras • microphones • operating instructions for set-up and use of microphones, still cameras and video cameras • Community protocols, and appropriate cultural authorities for recording cultural knowledge and history.

Assessment Conditions
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions:

Assessment Conditions	
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • access to specific legislation/codes of practice • access to recording equipment • relationships: <ul style="list-style-type: none"> • local Community Elders and/or Custodians. <p>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:</p> <ul style="list-style-type: none"> • Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is: <ul style="list-style-type: none"> • an Aboriginal and/or Torres Strait Islander Elder and/or Custodian <p>or:</p> <ul style="list-style-type: none"> • accompanied by, and/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. 	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72 .