



**Australian Government**

# **TLIP3021 Undertake disposal program**

**Release: 1**

## TLIP3021 Undertake disposal program

### Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

### Application

This unit involves the skills and knowledge required to undertake a records disposal program in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes preparing and undertaking disposal activities, and supervising and seeking approval for disposal actions.

Work is generally performed under some supervision, within a team/group environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Not applicable.

### Competency Field

P – Administration and Finance

### Unit Sector

Not applicable.

### Elements and Performance Criteria

#### ELEMENTS

#### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

#### 1 Prepare for disposal

1.1 Records or areas where records are due for disposal action are identified from request or schedule

1.2 Resources needed to undertake disposal program are assembled in the location and at the time required

#### 2 Undertake

2.1 Records are assessed to determine what disposal action can be undertaken immediately, whether records need to be sentenced or

- disposal** reviewed, and whether any records need to be appraised
- 2.2 Hazards are identified, risks are assessed and control measures are implemented
  - 2.3 Disposal actions are distributed and delegated to be conducted in accordance with organisational rules, guidelines and procedures
  - 2.4 Quality control measures are undertaken in accordance with organisational procedures to ensure consistency in determining disposal status and retention periods
  - 2.5 Certificate of destruction documentation is completed and information is provided to client as required
- 3 Supervise disposal actions**
- 3.1 Disposal sentences referred by delegates are reviewed and disposal actions are determined from existing schedules or from appraisal results
  - 3.2 Checks are made to ensure disposal decisions are recorded in record keeping system and to ensure disposal actions taken are in accord with decisions recorded
- 4 Process disposal**
- 4.1 Approval is sought from appropriate individual/body for disposal actions
  - 4.2 Records no longer required for any purpose are destroyed in accordance with approval and organisational procedures
  - 4.3 Records to be kept for a further period are stored in accordance with organisational records storage requirements
  - 4.4 All disposal actions are recorded and authorised in accordance with organisational procedures and record keeping system requirements

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to TLIP3021A Undertake disposal program.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>