



Australian Government

AVIP2001 Capture records into a records keeping system

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to capture records into a records keeping system, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes identifying records to be captured, and registering a record. The record capturing process is conducted as part of records management activities with the operator using discretion and judgement within established procedures.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to administration and finance duties of flight or ground operations personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Legislative and regulatory requirements apply to this unit.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

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 Identify records to be captured

- 1.1 Material identified and classified for registration is sorted in accordance with records keeping system procedures
- 1.2 Activity documented by a record is identified from elements of the record in accordance with organisational procedures
- 1.3 Area or action officer to whom the record needs to go is identified from elements of the record and staff list, in accordance with organisational procedures
- 1.4 Material that cannot be readily identified is referred to appropriate authority in accordance with organisational procedures

2 Register record

- 2.1 Unique identifier is selected for record in accordance with organisational procedures and records keeping system rules
- 2.2 Record is registered into records keeping system with title, description, details of record creator, immediate location and any other control information to fulfil the system requirements, in accordance with organisational procedures
- 2.3 Access and security status are recorded in accordance with organisational procedures and records keeping system rules
- 2.4 Disposal status of record is recorded in accordance with records keeping system rules and organisational procedures
- 2.5 Record is forwarded to its appropriate location, which is recorded, in accordance with system rules and organisational procedures

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.

- Records must include:
- action that is either complete or includes sentencing that may be part of the capture process
 - media that is paper-based, electronic or other format
 - number of simple series, form-based records (e.g. financial or personnel transactions with limited range of activities in the records)
 - simple records series (single disposal class in disposal authority)

Unit Mapping Information

This unit replaces and is equivalent to AVIP2001A Capture records into a records keeping system.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>