Australian Government

BSBINS513 Contribute to records management framework

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to define, identify and contribute to the information management framework for an organisation or business unit at functional level.

The unit applies to individuals who use analytical skills and specialist knowledge of information management systems and business areas to develop frameworks to support business operations. The individual may have responsibility for a team or sole responsibility for their work within the business system.

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

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish regulatory and social environment	1.1 Identify and document legal and regulatory framework for the organisation according to industry standards 1.2 Analyse and document relevant information management legislation requirements 1.3 Review documentation of organisational functions for compliance, accountability, objectives and sustainability 1.4 Analyse broad social context in which the organisation operates and determine community expectations
2. Identify records management areas of risk and update	2.1 Review and update organisation's risk analyses and identify implications for record creation and retention 2.2 Identify and document the risks and liabilities that records

ELEMENT	PERFORMANCE CRITERIA
strategy	management frameworks are required to reduce
3. Identify records management requirements for each business function	3.1 Identify and analyse risks, liabilities and regulatory requirements for each business function 3.2 Document and communicate determined record requirements for each business function 3.3 Create and maintain guidelines to assist organisation employees to create, capture and maintain required records
4. Assist in establishing records management framework for organisation	4.1 Develop and communicate an overview of responsibilities for information management within the organisation 4.2 Define records management responsibilities for each business function 4.3 Define relevant stakeholders' responsibilities according to regulatory requirements and organisational policies and procedures 4.4 Integrate identified risks and liabilities managed by information management with the definition of responsibilities for each function 4.5 Communicate documented framework including areas of risk, regulatory requirements, records requirements and responsibilities for information management review and endorsement, to relevant stakeholders 4.6 Assist in the development of a review process and charge relevant stakeholders with maintaining the currency of the organisation's information management framework

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Researches, analyses and evaluates information from a range of complex texts against specific requirements to determine organisational needs
Writing	• Prepares logically structured documentation that integrates complex concepts, processes and relationships and meets required organisation practice and standards • Uses clear language and terminology to effectively convey information appropriate for purpose and audience
Oral	• Presents information using language and non-verbal features

Skill	Description
Communication	appropriate to audience • Uses listening and questioning skills to clarify information and confirm understanding
Planning and organising	• Develops plans to manage complex, non-routine tasks with an awareness of how they contribute to the overall organisation
Problem solving	• Recognises and addresses unfamiliar problems of increasing complexity within own scope
Technology	• Understands the uses of digital tools and technologies in the information management process

Unit Mapping Information

Supersedes and is equivalent to BSBRKG601 Define recordkeeping framework.

Supersedes but is not equivalent to:

• BSBRKG506 Develop and maintain terminology and classification schemes
• BSBRKG605 Determine records requirements to document a function
• BSBRKG607 Document and monitor the record creating context
• BSBRKG608 Plan management of records over time.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10