



Australian Government

BSBRKG305 Review recordkeeping functions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to undertake research that supports work across a wide range of recordkeeping functions.

It applies to individuals who use a range of analytical and documenting techniques to perform their work and support effective recordkeeping and governance practices across the organisation.

This unit is based on the ‘Statement of Knowledge for Recordkeeping Professionals’ jointly produced by the Australian Society of Archivists Inc. (ASA) and Records and Information Management Professionals Australasia (RIM Professionals Australasia).

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

Unit Sector

Knowledge Management – Recordkeeping

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Research records and recordkeeping systems	1.1 Identify purpose of records and recordkeeping systems 1.2 Define characteristics of records 1.3 Select appropriate recordkeeping system characteristics 1.4 Research theories and principles of recordkeeping
2. Review recordkeeping context	2.1 Define environmental context of records and recordkeeping systems 2.2 Research factors which may influence present or future needs

ELEMENT	PERFORMANCE CRITERIA
	of records or recordkeeping systems 2.3 Identify needs of stakeholders, agents and users of records 2.4 Research theories and principles relating to recordkeeping environment or context
3. Document recordkeeping processes and practices	3.1 Collate, analyse and document recordkeeping processes and practices 3.2 Write report on outcomes of research 3.3 Develop recommendations for future activity

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.4, 2.2, 2.4, 3.1	<ul style="list-style-type: none"> Identifies, interprets, analyses and evaluates a range of information sources
Writing	1.2, 1.4, 2.1-2.4, 3.1-3.3	<ul style="list-style-type: none"> Documents results of analysis, research outcomes and ideas matching writing style to purpose and audience Selects vocabulary, grammatical structures and conventions appropriate to the text and audience
Oral Communication	2.3	<ul style="list-style-type: none"> Communicates verbally to identify needs of stakeholders, agents and users Asks questions to clarify and confirm understanding and listens to responses
Numeracy	1.2, 1.4, 2.3, 3.3	<ul style="list-style-type: none"> Recognises and uses numerical systems associated with record storage systems
Get the work done	1.1, 1.2, 2.1, 2.3, 3.1, 3.3	<ul style="list-style-type: none"> Plans and organises tasks required to document recordkeeping practices Uses problem-solving skills to interpret records management principles and practices and decide on recommendations

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRKG305 Review recordkeeping functions	BSBRKG305A Review recordkeeping functions	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>