



Australian Government

Assessment Requirements for MSMSUP210

Process and record information

Release: 2

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Modification History

Release 2. Equivalent. Minor edits for improved clarity. Foundation skills specified. Range of conditions removed. Duplication between Performance Evidence and Performance Criteria removed. Assessment conditions updated.

Release 1. Supersedes and is equivalent to MSAPMSUP210A Process and record information.

Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- processed and recorded workplace and technical information in response to at least 1 enquiry.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- organisational procedures, including those covering:
 - data systems and data security
 - record keeping
 - privacy
 - intellectual property (IP)
 - use of internet
- types and meaning of workplace codes, numbers, symbols, signs and colours typically used in the role or work environment
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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - workplace documentation, forms and reports
 - workplace record keeping, privacy and data security procedures.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>