PSPGEN138 Organise workplace information

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN014 Organise workplace information.

Application

This unit describes the performance outcomes, skills and knowledge required to organise information in the workplace.

Those undertaking this unit work as part of a team or independently where support is available for more complex situation. They perform routine tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

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. Collect and assess information.	1.1. Gather and record information within specified timeframes. 1.2. Check information for accuracy. 1.3. Apply confidentiality and privacy procedures.
2. Organise and provide information.	2.1. Store and organise information and materials in accordance with organisational procedures. 2.2. Maintain accurate, up-to-date records in accordance with organisational procedures. 2.3. Organise information, following security procedures for access by relevant staff.

2.4. Sort, distribute and communicate incoming information and materials within the area of responsibility and within appropriate timeframes.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• collect and read familiar and sometimes unfamiliar documents to determine how information should be processed.
Numeracy skills to:	• understand and use numerical systems associated with information storage systems.
Technology skills to:	• use main features and functions of digital tools and software to maintain workplace information.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN014 Organise workplace information.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623