



Australian Government

Department of Education, Employment and Workplace Relations

SFICOMP318A Perform administrative duties

Release: 1

SFICOMP318A Perform administrative duties

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	<p>This unit of competency involves performing a range of administrative functions and preparing, submitting and/or assessing documentation pertaining to organisational needs, licensing/regulatory requirements and the receipt, storage and recording of money/property.</p> <p>No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.</p>
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Manage administrative tasks, correspondence and records	1.1. <i>Administrative tasks</i> are assessed, prioritised and executed to ensure effectiveness of operations. 1.2. <i>Correspondence and records</i> are completed accurately and in a timely manner. 1.3. Correspondence and <i>departmental reports and forms</i> are maintained securely. 1.4. Movement of correspondence and records is accurately recorded. 1.5. Correspondence and records are submitted and stored correctly.
2. Maintain notes and records of duties performed	2.1. Notes/records of duties are completed and maintained correctly. 2.2. Notes are current and accurately maintained.
3. Complete and submit departmental reports and forms	3.1. Documentation is completed according to organisational requirements. 3.2. Content of forms/reports is accurate and complete, legible, understandable and in the correct formats. 3.3. Documentation is submitted within the required timeframe.
4. Prepare, submit and/or assess documentation for the issue of licences and/or regulatory authorisations	4.1. Procedures for <i>preparation and assessment for licences and/or regulatory authorisations</i> are correct. 4.2. Document <i>assessment procedures</i> and applicant security checks are carried out correctly. 4.3. Appropriate licence authority is correctly issued and details recorded.
5. Receive, record and store money and property	5.1. Receipt, recording and storage procedures for <i>money and/or property</i> are correct. 5.2. Stored money/property is maintained securely. 5.3. Property received is recovered from storage and <i>disposed</i> of correctly.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

REQUIRED SKILLS AND KNOWLEDGE**Required skills**

- using accurate keyboarding
- applying professional judgement in the issuing of licences/regulatory authorisations.

Literacy skills used for:

- accessing databases for the purpose of checking applicant details/history
- accurately completing departmental forms and reports complying with organisational requirements regarding completion/currency of maintenance logs and patrol records
- producing clear and concise written communication.

Numeracy skills used for:

- assessing documents for licences
- receiving monies.

Required knowledge

- by-laws and regulations relating to the preparation of documentation
- jurisdictional laws
- issuing of licences/authorities and storage of property/money
- various types of departmental and licensing system documents/proformas/logs and the preparation requirements for each.

Evidence Guide

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> accurately prepare documentation issue and receipt licences store and record money/property consistent with agency policies, procedures and guidelines.
Context of and specific resources for assessment	<p>Assessment is to be conducted on the job or in a simulated environment.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> access to appropriate departmental proformas, licence applications, property books and storage systems access to information databases to enable applicant suitability checks.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> observation of practical demonstration practical exercises or role-plays written or oral short-answer testing.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

Range Statement

RANGE STATEMENT
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

RANGE STATEMENT	
<i>Administrative tasks</i> may include:	<ul style="list-style-type: none"> • initiating telephone calls • stores requisitions and distribution • equipment maintenance • organising transport.
<i>Correspondence and records</i> may include:	<ul style="list-style-type: none"> • formatted documents • auditable and accountable documents • investigation files • internal and external memos • computer • audiotape records.
<i>Departmental reports and forms</i> may include:	<ul style="list-style-type: none"> • accoutrements usage reports • exhibit/evidence reports/briefs • incident reports • interview reports • motor vehicle log books • patrol activity reports • property book and disposal schedules • time sheets and leave forms.
<i>Preparation and assessment for licences and/or regulatory authorisations</i> may include:	<ul style="list-style-type: none"> • 'burning off' (not all jurisdictions) • fishing permits or licences (not all jurisdictions) • over dimension haulage permits (not all jurisdictions). <p>Preparation and assessment may require liaison with other agencies, such as police, local government, fire services and road transport authorities.</p>
<i>Assessment procedures</i> may include:	<ul style="list-style-type: none"> • checking applicant's criminal record • checking submitted documentation for accuracy and completeness • personal health suitability • references.
<i>Money and property</i> could be:	<ul style="list-style-type: none"> • found and handed in to police • recovered/confiscated in the process of an investigation • recovered from accident scenes.
<i>Money and/or property received</i> may or may not:	<ul style="list-style-type: none"> • become 'evidence' in later court proceedings.
The <i>disposal</i> of property may	<ul style="list-style-type: none"> • disposal through organisationally sanctioned

RANGE STATEMENT

include:

- means, such as public auction
- forfeiture to the Crown (under Confiscated Assets laws)
 - return to lawful claimant.

Unit Sector(s)

Unit sector	Fisheries compliance
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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