



Australian Government

TLIP2014 Capture records into a records keeping system

Release: 2

TLIP2014 Capture records into a records keeping system

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to capture records into a records keeping system in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records to be captured and registering the records within the transport, warehousing, distribution and/or storage industries.

Work is generally performed under some supervision, within a team/group environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1 Identify records to be captured**
 - 1.1** Material identified and classified for registration is sorted in accordance with records keeping system procedures
 - 1.2** Activity documented by the record is identified from the elements of the record in accordance with organisational procedures
 - 1.3** Area or action officer to which the record needs to go is identified from elements of the record and staff list in accordance with organisational procedures
 - 1.4** Material that cannot be readily identified is referred to the appropriate authority in accordance with organisational procedures
- 2 Register each record**
 - 2.1** Unique identifier is selected for record in accordance with organisational procedures and records keeping system rules
 - 2.2** Record is registered into records keeping system with title, description, details of record creator, immediate location and any other control information to fulfil the system requirements in accordance with organisational procedures
 - 2.3** Access and security status are recorded in accordance with organisational procedures and records keeping system rules
 - 2.4** Disposal status of the record is recorded in accordance with records keeping system rules and organisational procedures
 - 2.5** Record is forwarded to its appropriate location, which is recorded, in accordance with records keeping system rules and organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2014A Capture records into a records keeping

system.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>