



Australian Government

TLIP2017 Maintain control of records

Release: 2

TLIP2017 Maintain control of records

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 maintain control of records in the transport and logistics industry, in accordance with regulations and workplace requirements.

It includes tracking records, conducting file audits, preparing reports from a records system, preparing staff lists, and implementing disaster recovery procedures.

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.

1 Track record

PERFORMANCE CRITERIA

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

1.1 Unique record identifier to be located is determined from request or

- instructions
- 1.2** Location of record is obtained from records system in accordance with records system rules and organisational procedures
 - 1.3** History of record location is obtained from records system in accordance with records system rules and organisational procedures
 - 1.4** Information about record is obtained from records system in accordance with records system rules and organisational procedures
 - 1.5** Information about record is updated and amended in accordance with organisational procedures
 - 1.6** All transactions on the records system are completed within the designated timeframe
- 2 Conduct a file audit**
- 2.1** Files are physically located with action officer and in storage areas, in accordance with supervisor instructions
 - 2.2** Discrepancies between nominal and actual record locations are identified
 - 2.3** Supervisor is clearly/specifically informed/notified of any discrepancies and/or issue
 - 2.4** Unacceptable record keeping practices are observed and noted during audit activities, in accordance with organisational procedures
 - 2.5** Information about any anomalous record is updated and amended in accordance with organisational procedures
 - 2.6** Reconciliation statement is prepared and forwarded to supervisor in accordance with organisational procedures and records system procedures
- 3 Prepare reports from records system**
- 3.1** Reports are prepared from system in accordance with supervisor instructions or requests
 - 3.2** Reports are prepared in accordance with workplace procedures and records system procedures
 - 3.3** All reports from the records system are prepared within the designated timeframe
- 4 Prepare staff lists**
- 4.1** Staff and user lists are checked and updated to accord with the current locations and designations of organisational staff members in accordance with supervisor instructions
 - 4.2** Staff and user lists are duplicated and circulated to all those requiring

copies, in accordance with supervisor instructions

5 Implement disaster recovery procedures

- 5.1** Policies and procedures are identified for disaster recovery
- 5.2** Recovery actions are undertaken in accordance with workplace procedures and scope of authority
- 5.3** Appropriate personnel are informed of actions taken in accordance with workplace 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 TLIP2017A Maintain control of records.

Links

Companion Volume Implementation Guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>