TLIP3023 Destroy records

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Modification History

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 destroy records in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes collecting records to be destroyed, selecting destruction mode, destroying records and documenting 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Collect records to be destroyed	1.1 Records for destruction are verified and assembled
	1.2 Confirmation of destruction requirement is sought and obtained
	1.3 Records are bundled, marked or labelled for destruction in accordance with organisational procedures
	1.4 Destruction mode is confirmed from workplace documents

2 Select destruction mode	2.1	Records are assembled and made ready for destruction
	2.2	Arrangements for records to be destroyed off site are undertaken as required in accordance with workplace procedures
	2.3	Suitable controlled or secure environment is selected for handling/storage of documents to be destroyed
3 Destroy records	3.1	Confirmation of actions is obtained
	3.2	Bundles of documents are checked for identification
	3.3	Selected destruction method is used maintaining security, personal safety and environmental protection
	3.4	Shredded and pulped records are collected for recycling
	3.5	Electronic recording systems are checked to confirm erasure of required documents
4 Document procedures	4.1	Documentation of completed operations is completed
	4.2	Client/s are notified of actions taken
	4.3	Workplace records are updated to reflect activities undertaken
	4.4	Offsite destruction is confirmed with appropriate personnel

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3023A Destroy records.

Links

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