



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIP2014A Capture records into a records keeping system**

**Release: 1**

## **TLIP2014A Capture records into a records keeping system**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to capture records into a records keeping system in accordance with workplace requirements including identifying records to be captured and registering the identified records. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work must be carried out in accordance with regulations and workplace requirements relevant to a record management process.

Work is generally performed under some supervision, within a team/group environment. It involves the application of regulatory requirements and workplace procedures to capture records into a records management system in the transport, warehousing, distribution and/or storage industries.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

**Employability Skills**            This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 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 Any material which cannot be readily identified is referred to the appropriate authority in accordance with organisational procedures

#### 2 Register the 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 the system rules and organisational procedures

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

#### Required knowledge:

- Regulations relevant to the capturing of records as part of a records management process
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the capturing of records into a records management system including policies on confidentiality and security of information and records
- Focus of operation of work systems, equipment, management and site operating systems for the capturing of records into a records management system
- Problems that may occur when capturing records and appropriate action that can be taken to

## REQUIRED KNOWLEDGE AND SKILLS

resolve the problems

- Operational workflow within a records management system
- Types of equipment used in the capturing of records into a records management system and the precautions and procedures that should be followed in their use
- Housekeeping standards and procedures required in the workplace
- Site layout and obstacles

### Required skills:

- Communicate effectively with others when capturing records
- Read and interpret instructions, procedures and information relevant to the capturing of records
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the capturing of records
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when capturing records
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may occur when capturing records in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Use a range of information technology devices including computers, radio frequency devices, electronic data exchange systems, etc.
- Maintain security and confidentiality of material
- Identify, select and efficiently and effectively use equipment for the capturing of records into a records management system
- Adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

## Evidence Guide

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
  - the underpinning knowledge and skills
  - relevant legislation and workplace procedures
  - other relevant aspects of the range statement

### Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
  - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
  - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
  - relevant and appropriate materials and equipment, and
  - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

### Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
  - through activities in an appropriately simulated environment at the registered training organisation, and/or
  - in an appropriate range of situations in the workplace

## Range Statement

### 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.

- Work may be conducted:
- in a range of work environments
  - by day or night
- Customers may be:
- internal or external
- Workplaces may comprise:
- large, medium or small worksites
- Workplace environment may include movement of:
- equipment
  - goods
  - products
  - materials
  - vehicular traffic
- Records may include:
- a simple records series (single disposal class in disposal authority)
  - a number of simple series; form-based records (e.g. financial or personnel transactions with limited range of activities in the records)
  - action that is either complete or includes sentencing that may be part of the capture process
  - media that is paper-based, electronic or other format
- The record capturing process is:
- conducted as part of records management activities with the operator using discretion and judgement within established procedures
- Operating environment may include:
- operating under supervision
  - working as a team effort
  - working solo
  - a sentencing process encompassing review with team procedures ensuring consistency
- Hazards in the work area may include:
- height and reach implications of storage facilities
  - dust, chemicals and vapours
  - stationary and moving equipment, parts and materials
  - noise, light, energy sources
  - electrical equipment
  - humidity, air temperature, radiant heat
  - pests
  - debris on floor
  - faulty racking
  - poorly stacked records or boxes
  - faulty equipment

## RANGE STATEMENT

Personal protective equipment may include:

- gloves
- safety headwear and footwear
- safety glasses
- protective clothing
- high visibility clothing

OH&S requirements include:

- manual handling
- protective clothing
- elimination/control of hazards
- machine isolation
- machine guarding

Communication in the work area may include:

- phone
- fax
- email/internet
- RF systems
- electronic data interchange (EDI)
- barcode readers
- oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established or standard procedures

Consultative processes may involve:

- workplace personnel including supervisors and managers
- customers/clients
- suppliers and contractors
- union representatives
- industrial relations and OH&S specialists
- other professional or technical staff

Information/documents may include:

- job specifications and workplace operating procedures
- Australian or international standards pertaining to records management
- storage specifications and requirements
- manufacturers specifications for equipment/tools
- supplier and/or client instructions
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- relevant regulations including the requirements for confidentiality and security of information
- award, enterprise bargaining agreement, other industrial arrangements
- relevant standards and certification requirements



## RANGE STATEMENT

Applicable regulations and legislation may include:

- emergency procedures
- quality assurance standards for records management
- relevant codes and regulations pertaining to records management
- relevant Australian Standards relating to records management
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- privacy and confidentiality legislation and regulations
- freedom of Information regulations
- workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
- workers compensation regulations

## Unit Sector(s)

Not Applicable

## Competency Field

**Competency Field**

P - Administration and Finance