



Australian Government

Department of Education, Employment and Workplace Relations

TLIP3023A Destroy records

Release: 1

TLIP3023A Destroy records

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to destroy records in accordance with workplace requirements including collecting records to be destroyed, selecting destruction mode, destroying records, and documenting procedures. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to the destruction of records within 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 destroy records as part of record management processes 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 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 line 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 (where required) are undertaken 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 Clients are notified of actions taken 4.3 Workplace records are updated to reflect activities undertaken 4.4 Off site destruction is confirmed with appropriate personnel

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 destruction of records as part of a records management process
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the destruction of records including policies on confidentiality and security of information and records
- Focus of operation of work systems, equipment, management and site operating systems for the destruction of records as part of a records management process
- Problems that may occur when destroying 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 destruction of records 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 destroying records
- Read and interpret instructions, procedures and information relevant to the destruction of records
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the destruction of records
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when destroying 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 arise when destroying records in accordance with regulatory requirements and workplace procedures
- Plan own work including predicting consequences and identifying improvements
- 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
- Identify, select and efficiently and effectively use equipment for the destruction of records
- Maintain security and confidentiality of material
- Use a range of information technology devices including computers, radio frequency devices, electronic data exchange systems, etc.
- 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

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.

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|---|---|
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • the underpinning knowledge and skills • relevant legislation and workplace procedures • other relevant aspects of the range statement |
| Context of and specific resources for assessment | <ul style="list-style-type: none"> • Performance is demonstrated consistently over a period of time and in a suitable range of contexts • Resources for assessment include: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • relevant and appropriate materials and equipment, and • applicable documentation including workplace procedures, regulations, codes of practice and operation manuals |
| Method of assessment | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 be:
- paper- or electronically-based
- Storage requirements may include records in various modes such as:
- paper-based
 - computer disks and reels
 - CD-ROM
 - microfiche
 - film
 - audio
- The record destruction process is:
- conducted as part of records management activities with the operator using discretion and judgement within established procedures. Paper based records may need to be separated from packaging before shredding, pulping or recycling
- Methods of destruction may include:
- pulping
 - shredding
 - incineration
 - recycling
 - electronic data erasure
- Hazards in the work area may include:
- height and reach implications of storage facilities
 - dust and vapours
 - stationary and moving equipment, parts and materials
 - noise, light, energy sources
 - electrical equipment
 - humidity, air temperature, radiant heat
 - 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
- two-way radios
- 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
- 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
- relevant 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 ADG Code
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- emergency procedures
- quality assurance standards for records management

Applicable regulations and

- relevant codes and regulations pertaining to records

RANGE STATEMENT

legislation may include:

- 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