



Australian Government

AVIP2001 Capture records into a records keeping system

Release: 1

AVIP2001 Capture records into a records keeping system

Modification History

Release 1. This is the first release of this unit of competency in the AVI Aviation Training Package.

Application

This unit involves the skills and knowledge required to capture records into a records keeping system, in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (CASA) and national operating standards.

It includes identifying records to be captured, and registering a record. The record capturing process is conducted as part of records management activities with the operator using discretion and judgement within established procedures.

This unit addresses aviation technical skill requirements (physical, mental and task-management abilities) related to administration and finance duties of flight or ground operations personnel, and contributes to safe and effective performance in complex aviation operational environments.

Operations are conducted as part of recreational, commercial and military aircraft activities across a variety of operational contexts within the Australian aviation industry.

Work is performed independently or under limited supervision as a single operator or within a team environment.

Legislative and regulatory requirements apply to this unit.

Use for Defence Aviation is to be in accordance with relevant Defence Orders, Instructions, Publications and Regulations.

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 Identify records to be captured

PERFORMANCE CRITERIA

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

- 1.1 Material identified and classified for registration is sorted in accordance with records keeping system procedures
- 1.2 Activity documented by a record is identified from elements of the record in accordance with organisational procedures
- 1.3 Area or action officer to whom 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 appropriate authority in accordance with organisational procedures
- 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 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 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.

- Records must include:
- 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
 - number of simple series, form-based records (e.g. financial or personnel transactions with limited range of activities in the records)
 - simple records series (single disposal class in disposal authority)

Unit Mapping Information

This unit replaces and is equivalent to AVIP2001A Capture records into a records keeping system.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=4725260a-0af3-4daf-912b-ef1c2f3e5816>

Assessment Requirements for AVIP2001 Capture records into a records keeping system

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating effectively with others
- completing relevant documentation
- identifying and correctly using relevant equipment
- implementing work health and safety (WHS)/occupational health and safety (OHS) procedures and relevant regulations
- interpreting and following operational instructions and prioritising work
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following relevant regulations, instructions, procedures information and signs
- reporting and/or rectifying problems, faults or malfunctions promptly, in accordance with workplace procedures
- responding appropriately to cultural differences in the workplace
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working collaboratively with others
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- focus of operation of work systems, equipment, management and site operating systems for capturing records into a records management system
- housekeeping standards and procedures
- operational workflow within a records management system
- problems that may occur when capturing records and appropriate action that can be taken to resolve these problems
- regulations relevant to capturing records as part of a records management process
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- types of equipment used in capturing records into a records management system and the precautions and procedures that should be followed in their use
- workplace procedures and policies for capturing records into a records management system including policies on confidentiality and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- acceptable means of simulation assessment
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

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