



Australian Government

BSBINS201 Process and maintain workplace information

Release: 1

BSBINS201 Process and maintain workplace information

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to receive, process, and store workplace information and maintain information systems. It also includes the maintenance of records management systems.

The unit applies to individuals who perform a variety of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of information and information systems in a defined context, under direct supervision or with limited individual responsibility.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Collect information	1.1 Confirm task requirements 1.2 Collect physical and digital information items 1.3 Allocate time and date of receipt to relevant information items 1.4 Apply organisational policies and procedures relating to security and confidentiality in handling information
2. Process workplace information	2.1 Enter metadata applying to information items into relevant system according to organisational policies and procedures 2.2 Collate and distribute information according to task requirements

ELEMENT	PERFORMANCE CRITERIA
3. Manage information systems	3.1 Maintain information and relevant classification system according to organisational policies and procedures 3.2 Identify and dispose of inactive unpublished information items or deaccession published information items according to organisational policies and procedures 3.3 Create new files of unpublished information materials according to organisational policies and procedures 3.4 Update registration, accessioning, classification and index systems according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Recognises and interprets textual information to complete tasks according to organisational policies and procedures
Writing	Records simple and routine content using an established format to organise information
Oral Communication	Uses listening and questioning skills to clarify and adhere to requirements
Numeracy	Comprehends basic mathematical measurements relating to times and number sequences
Self-management	Follows clearly defined instructions and monitors own progress to achieve timelines
Technology	Uses digital technologies regarding data entry and retrieval

Unit Mapping Information

Supersedes and is equivalent to BSBINM201 Process and maintain workplace information.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>