



Australian Government

Assessment Requirements for BSBINS304 Process and maintain information resources

Release: 1

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Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process and maintain three different information resource according to established procedures
- organise and place eight items using safe manual handling techniques.

In the process of the above, the candidate must

- apply a basic knowledge of classification systems and techniques for processing and maintaining information resources.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- standard methods of organising and arranging materials, equipment and information, including:
 - arrangements designed to facilitate access to materials and information
 - common classification systems and formats
- basic information technology security procedures
- organisational policies and procedures including:
 - processing
 - storage
 - repair
 - maintenance
 - disposal
 - replacement of damaged items
- protective and security devices for materials in different formats
- work health and safety requirements, including safe manual-handling techniques

- types of damage and deterioration for information, and different protection and storage options.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- industry-current equipment and classification systems
- information resources to be processed and maintained
- organisational policies and procedures
- special purpose tools, equipment and materials relevant to performance evidence
- relevant industry software packages relevant to performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

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