



Australian Government

BSBINS410 Implement records systems for small business

Release: 1

BSBINS410 Implement records systems for small business

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 research, develop and implement business or records systems for a small business.

The unit applies to individuals who use a range of organisational, analytical and communication techniques to carry out the responsibilities of their role and report directly to a supervisor or manager within the business or section of a larger organisation.

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. Determine information management requirements	1.1 Consult with relevant stakeholders and identify and document core business functions, supporting activities, resources, and business and social contexts 1.2 Research and identify organisational functions and activities for which records must be kept 1.3 Analyse the organisation's functions and activities and identify required detail and format of records 1.4 Identify security and access requirements for records system content from analysis of organisation's activities 1.5 Analyse business documentation to determine organisational reporting and accountability requirements
2. Select required records	2.1 Identify metadata needed to describe, store, locate and retrieve

ELEMENT	PERFORMANCE CRITERIA
system	records in a records system 2.2 Specify technological, internal controls, maintenance, disposal and updating requirements of prospective records systems according to scale and nature of business operations 2.3 Select records systems that meets required requirements according to scale, nature, and organisational cash flow requirements
3. Develop procedures and implement records system	3.1 Develop rules for incorporating individual records and metadata into records system 3.2 Develop and document procedures for the use of the system 3.3 Distribute information and instructions to relevant stakeholders in the use of the records system 3.4 Monitor and assist with implementation of the records system

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	Evaluates and interprets information from a range of relevant sources and identifies relevant and key information
Writing	Creates documents to convey information and instructions using language and format appropriate to text and audience
Oral Communication	- Uses active listening and questioning techniques to confirm and clarify information - Communicates using words and non-verbal features appropriate to the audience and context
Numeracy	- Interprets, compares and contrasts numerical data to determine needs - Uses numerical systems associated with record storage systems
Planning and organising	- Uses understanding of organisational requirements in planning an appropriate information management system - Sequences and schedules tasks required to achieve outcomes and manages relevant communication
Technology	Uses digital systems and tools to complete tasks

Unit Mapping Information

Supersedes and is equivalent to BSBRKG403 Set up a business or records system for a small business.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBINS410 Implement records systems for small business

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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:

- identify, select, develop and implement a records system for a small business.

In the process of the above, the candidate must:

- document the steps used to determine the criteria for a records system appropriate to the organisation's business functions and reporting requirements.

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:

- key principles and processes of records management and records management systems
- internal controls required of the business or records system
- key characteristics of the organisational functions, structure and culture relevant to implementation of records system
- organisational policies and procedures relevant to implementing a records system in a small business.

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:

- workplace documentation and resources 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

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