



Australian Government

BSBINS512 Monitor business records systems

Release: 1

BSBINS512 Monitor business records systems

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 set up the operational frameworks for the creation, capture and use of records and to monitor and review these frameworks and activities within an organisation.

The unit applies to individuals who work closely with other staff members in an organisation and may also have a degree of individual responsibility and autonomy. They use a range of organisational, analytical and managerial techniques to perform their work in business and records systems or in specialist information management environments, such as archives.

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. Identify requirements or modifications	1.1 Identify and document core business, supporting activities, resources, business and social context, using observation and consultation 1.2 Identify organisational functions and activities for which records must be kept 1.3 Identify security and access requirements for records system content from analysis of organisation's activities 1.4 Analyse organisational reporting and accountability requirements in the context of the business documentation
2. Develop information	2.1 Select or develop a metadata standard to be applied to all

ELEMENT	PERFORMANCE CRITERIA
management system	records as they are captured into the records management system 2.2 Specify technological, internal controls, maintenance, disposal and updating requirements of prospective records system according to scale and nature of business operations 2.3 Select cost structure for business or records systems relevant to size, nature, and organisational cash flow requirements
3. Develop an implementation plan	3.1 Identify and document information management responsibilities of individual personnel or organisational units 3.2 Develop measurable performance indicators for information management activities 3.3 Contribute to the development of policies and procedures for capturing and controlling records 3.4 Communicate implementation plan to users of the system and other relevant organisational staff
4. Monitor and review business or records system	4.1 Monitor records system and notify staff according to implementation plan 4.2 Record details of variation from implementation plan 4.3 Provide required reports to relevant authority relating to use and maintenance of records 4.4 Designate responsibilities to staff for record creation and capture activities in accordance with organisational policies and procedures
5. Review and respond to problems and changes	5.1 Use monitoring reports and external events to identify any issues that require a systemic response 5.2 Make recommendations for revisions to systems, procedures, and strategic plans in response to identified issues 5.3 Make and review amendments to system and implementation plan, where required 5.4 Prepare recommendations for system amendments, planning and implementation 5.5 Authorise procedures for using the business or records systems, and for any subsequent amendments to the 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
-------	-------------

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 to develop and monitor business records system

Unit Mapping Information

Supersedes and is equivalent to BSBRKG502 Manage and monitor business or records systems.

Supersedes but is not equivalent to:

- BSBRKG505 Document or reconstruct a business or records system
- BSBRKG604 Determine security and access rules and procedures.

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 BSBINS512 Monitor business records systems

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:

- develop, implement and review one records system for an organisation or work area.

In the course of the above, the candidate must:

- identify the requirement for a business records system
- document the steps used to determine the criteria for a records system appropriate to the organisation's business functions and reporting requirements
- develop an implementation plan.

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 performance evidence
- common problems relating to business records systems that require a systemic response.

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

Companion Volume Implementation Guide is found on VETNet -

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