



Australian Government

Assessment Requirements for BSBINS513 Contribute to records management framework

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:

- define, identify and contribute to the records management framework for an organisation or work area.

In the course of the above, the candidate must:

- analyse information from a range of sources to identify how records management framework can address compliance requirements, risks and liabilities arising from:
 - legislation and regulations that apply to the organisation
 - social context
 - business functions within the organisation
- assist the development and implementation of a framework for records management to meet the identified issues and needs including:
 - rights, responsibilities, accountabilities and authorities
 - specific records and evidence to be kept
 - technologies, standards and processes for records management
- contribute to processes and responsibilities for management and review of the records management framework.

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 provisions of relevant legislation, regulations and standards applicable to the organisation
- key principles and processes of records management
- organisational business functions, structure and culture related to records management
- relevant industry standards.

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:

- legislation, regulations, standards and codes relevant to records management
- 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>