



**Australian Government**

# **Assessment Requirements for BSBINS514 Contribute to records retention and disposal schedule**

**Release: 1**

## Assessment Requirements for BSBINS514 Contribute to records retention and disposal schedule

### 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:

- research records created by an organisation and create a detailed retention and disposal schedule within legislative and organisational parameters that includes disposal classes applying to at least three organisational functions.

In the course of the above, the candidate must:

- work closely with record creators and users to determine their needs and access requirements
- complete documentation for submission to the relevant authority for approval.

### 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 that affect information management systems
- relevant organisational, jurisdictional and subsidiary functions, activities, structure, policies, strategies and processes
- risk analysis applied to records systems
- key aspects of disposal actions and the circumstances in which each could be used
- key principles and processes of records management and records management systems.

### 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 retention and disposal

- 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>