



Australian Government

Assessment Requirements for BSBLEG312

Carry out search of the public record

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:

- carry out a search of the public record at least three times.

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:

- organisational policies and procedures relating to carrying out searches of public records
- codes of conduct including those relating to:
 - privacy and confidentiality
 - use of company property
 - duty of care
 - ethical behaviour
 - conflict of interest
- compliance requirements related to research and access to public records
- legal terminology in relation to the relevant area of law and the appropriate legal process
- location and appropriate search procedures of relevant search sources, including online information locations
- standard problems and resolutions in the sourcing and delivery of information
- roles and responsibilities of internal and relevant external individuals and authorities.

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:

- office equipment and resources required to complete search processes described in the performance evidence
- legislation and regulations relevant to public record searches.

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>