



**Australian Government**

# **BSBRKG404 Monitor and maintain records in an online environment**

**Release: 1**

# BSBRKG404 Monitor and maintain records in an online environment

## Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

## Application

This unit describes the skills and knowledge required to identify and assess records for storage, and maintain and monitor electronic business records.

It applies to individuals who use guidelines and processes to inform judgements on the status and classification of records in an existing business or records system. They work under supervision or in consultation with more senior staff or users of the system.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Unit Sector

Knowledge Management – Recordkeeping

## 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. Confirm requirements for recordkeeping in an online environment | 1.1 Identify and confirm system procedures for capturing and managing records<br>1.2 Identify and verify organisational and risk management requirements for classifying and storing online information<br>1.3 Identify legal, business, financial, socio-historical, and security requirements for recording online business transactions<br>1.4 Prepare a checklist of organisational requirements to assess which electronic information should be captured, for how long and in what format |
| 2. Identify and assess                                             | 2.1 Categorise incoming and outgoing records information in                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| ELEMENT                                                           | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| records for storage                                               | <p>terms of key activities and responsible personnel</p> <p>2.2 Assess information against the organisational checklist and records identified for capture</p> <p>2.3 Dispose of information not to be stored, in accordance with organisational procedures</p> <p>2.4 Determine storage methods and media in accordance with retention requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3. Monitor and maintain business records in an online environment | <p>3.1 Classify, sentence and link records with other records in the system in accordance with system rules and organisational procedures</p> <p>3.2 Assign unique identifiers and register records into the recordkeeping system in accordance with system rules and organisational procedures</p> <p>3.3 Determine access and security status and disposal requirements of records and records in accordance with organisational procedures</p> <p>3.4 Store records on required media in accordance with organisational and record retention requirements</p> <p>3.5 Carry out migration of records from one medium to another in accordance with organisational procedures</p> <p>3.6 Action and record archiving or disposal of records in accordance with disposal schedule and organisational procedures</p> <p>3.7 Maintain records in a usable and accessible form in accordance with security conditions and legislative requirements</p> |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill   | Performance Criteria             | Description                                                                                                                                                                                                          |
|---------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading | 1.1, 1.2, 1.3, 2.2, 2.3, 3.1-3.7 | <ul style="list-style-type: none"> <li>Identifies, interprets, analyses and reviews information from a range of complex texts, including legislative materials and organisational policies and procedures</li> </ul> |
| Writing | 1.4, 2.1, 3.1, 3.2, 3.6, 3.7     | <ul style="list-style-type: none"> <li>Develops list of recordkeeping requirements in required format</li> </ul>                                                                                                     |

|                            |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                       | <ul style="list-style-type: none"> <li>Inputs information to create, identify, retrieve or modify records</li> </ul>                                                                                                                                                                                                                                                                            |
| Oral Communication         | 1.1, 1.2, 1.3                                         | <ul style="list-style-type: none"> <li>Communicates to exchange information with others using questioning and careful listening to clarify requirements</li> </ul>                                                                                                                                                                                                                              |
| Numeracy                   | 1.1, 1.3                                              | <ul style="list-style-type: none"> <li>Interprets and analyses numerically expressed information from records to determine their classification and management requirements</li> </ul>                                                                                                                                                                                                          |
| Navigate the world of work | 1.2, 1.3, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 | <ul style="list-style-type: none"> <li>Takes personal responsibility for following organisational policies and procedures and legal and regulatory responsibilities relevant to own work context</li> </ul>                                                                                                                                                                                     |
| Get the work done          | 1.1, 1.2, 1.3, 1.4, 2.4, 3.1, 3.4, 3.5, 3.6, 3.7      | <ul style="list-style-type: none"> <li>Sequences and schedules tasks required to achieve outcomes according to organisational and legislative requirements</li> <li>Gathers, analyses and evaluates information to decide on record status</li> <li>Uses digital systems and tools to access, organise, analyse and display records, showing awareness of the need for data security</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version                                  | Code and title<br>previous version                                  | Comments                                        | Equivalence status |
|--------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------|--------------------|
| BSBRKG404<br>Monitor and maintain records in an online environment | BSBRKG404A<br>Monitor and maintain records in an online environment | Updated to meet Standards for Training Packages | Equivalent unit    |

## Links

Companion Volume implementation guides are found in VETNet -

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

## Assessment Requirements for BSBRKG404 Monitor and maintain records in an online environment

### Modification History

| Release   | Comments                                                                             |
|-----------|--------------------------------------------------------------------------------------|
| Release 1 | This version first released with BSB Business Services Training Package Version 1.0. |

### Performance Evidence

Evidence of the ability to:

- monitor usage of online business or records system
- monitor application of system procedures
- manage record creation, update, migration and disposal processes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline key provisions of relevant legislation that apply to a records system
- explain the general principles and processes of records management and records management systems, including, but not limited to;
  - systems of control
  - records continuum theory
  - mandate and ownership of business process
- explain the operation of the online recordkeeping environment including location and nature of transactions.

### Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the knowledge management – recordkeeping field of work and include access to:

- relevant legislation, regulations, standards and codes
- relevant workplace documentation and resources
- case studies and, where possible, real situations

- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

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