



Australian Government

Assessment Requirements for BSBRKG601 Define recordkeeping framework

Release: 1

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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:

- analyse information from a range of sources to identify how the recordkeeping framework can address compliance requirements, risks and liabilities arising from:
 - legislation and regulations that apply to the organisation
 - the social context
 - business functions within the organisation
 - identified risks and liabilities
- develop and implement a framework for recordkeeping 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 recordkeeping
- consult and communicate with relevant stakeholders to encourage input to, understanding of and engagement with recordkeeping framework
- establish processes and responsibilities for review of the recordkeeping framework.

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 the key provisions of standards relevant to recordkeeping
- outline the recordkeeping implications arising from the legislative and regulatory context
- describe the general principles and processes of records management and records management systems including:
 - systems of control

- records continuum theory
- mandate and ownership of business process
- explain how organisational business functions, structure and culture relate to the recordkeeping framework
- outline key recordkeeping policies, strategies, functions and structures.

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>