



Australian Government

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.

Application

This unit describes the skills and knowledge required to define, identify and establish the recordkeeping framework for an organisation or business unit at functional level.

It applies to individuals who use analytical skills and specialist knowledge of records systems and business areas to develop frameworks to support business operations. The individual may have responsibility for a team or sole responsibility for their work within the business 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. Establish regulatory and social environment	1.1 Identify and document legal and regulatory framework for the organisation in accordance with industry standards 1.2 Analyse and document relevant legislation for implications for recordkeeping 1.3 Review documentation of organisational functions for compliance 1.4 Analyse broad social context in which the organisation operates to determine community expectations about how it should conduct itself
2. Determine principal areas of risk requiring	2.1 Review and update organisation's existing risk analyses for

ELEMENT	PERFORMANCE CRITERIA
recordkeeping strategy	implications in relation to redundancy of records 2.2 Review and document regulatory requirements and legal liabilities for their impact on recordkeeping framework 2.3 Determine and document risks and liabilities to be managed by recordkeeping to inform development of the framework
3. Determine record requirements for each business function	3.1 Determine and analyse risks, liabilities and regulatory requirements against each business function 3.2 Communicate and document determined evidence requirements for each business function identifying evidence to be captured as records 3.3 Form the specifications for records from the evidence requirements in accordance with organisational technologies, standards and corporate culture, and in appropriate formats
4. Establish recordkeeping framework for organisation	4.1 Develop and communicate an overview of responsibilities for recordkeeping within the organisation 4.2 Define responsibilities and authorities in relation to regulatory requirements in accordance with industry standards 4.3 Define recordkeeping responsibilities and rights for each business function 4.4 Integrate identified risks and liabilities managed by recordkeeping with the definition of responsibilities for each function 4.5 Define, assign and document levels of accountability and responsibility for each level of recordkeeping 4.6 Communicate documented framework including areas of risk, regulatory requirements, records specifications and responsibilities for recordkeeping review and endorsement, to appropriate persons 4.7 Establish a review process and charge appropriate persons with maintaining the currency of the organisation's recordkeeping framework

Foundation Skills

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

Skill	Performance	Description
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	Criteria	
Reading	1.1-1.4, 2.1-2.3, 3.1, 3.2	Researches, analyses and evaluates information from a range of complex texts against specific requirements to determine organisational needs
Writing	1.1, 1.2, 2.1-2.3, 3.2, 3.3, 4.1-4.6	- Prepares logically structured documentation that integrates complex concepts, processes and relationships and meets required organisation practice and standards - Uses clear language and terminology to effectively convey information appropriate for purpose and audience
Oral Communication	3.2, 4.1, 4.6	- Presents information using language and non-verbal features appropriate to audience - Uses listening and questioning skills to clarify information and confirm understanding
Navigate the world of work	1.1, 2.2, 3.3, 4.2, 4.7	Understands implications of industry standards, and legislative and regulatory requirements, on recordkeeping requirements and considers these when identifying a recordkeeping framework
Interact with others	3.2, 4.1, 4.6	Identifies the requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 3.1, 3.3, 4.2, 4.3, 4.4, 4.5, 4.7	- Develops plans to manage complex, non-routine tasks with an awareness of how they contribute to the overall organisation - Makes a range of critical and non-critical decision in relatively complex situations, taking a range of factors into account - Evaluates effectiveness of decisions to identify and implement improvements - Recognises and addresses some unfamiliar problems of increasing complexity within own scope - Understands the uses of digital tools and technologies in the recordkeeping process

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRKG601 Define	BSBRKG601B Define	Updated to meet	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
recordkeeping framework	recordkeeping framework	Standards for Training Packages	

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 BSBRKG601 Define recordkeeping framework

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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

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