



Australian Government

Assessment Requirements for BSBRKG603

Prepare a functional analysis for an organisation

Release: 2

Assessment Requirements for BSBRKG603 Prepare a functional analysis for an organisation

Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 5.0. Version created to rectify typographical error
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- research, develop and document a functional representation of the organisation including analysis of the legislative and social framework in which the organisation operates.

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:

- explain a range of appropriate analysis methods
- • outline the administrative history and regulatory context of the area subject to functional analysis
- describe the key functions and activities of the business area subject to functional analysis
- outline key provisions of relevant legislation, regulations and standards that affect aspects of business operations
- describe the general principles and processes of records management and records management systems, such as:
 - systems of control
 - records continuum theory
 - mandate and ownership of business process.

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 available from VETNet -

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