



Australian Government

BSBRKG604 Determine security and access rules and procedures

Release: 1

BSBRKG604 Determine security and access rules and procedures

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 determine and establish the rules for access and use of records in an organisation, including classifications and procedures for managing access over time.

It applies to experienced individuals who use specialist knowledge of business and record-keeping operations and apply analytical and problem-solving skills relevant to organisational risk. 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. Analyse access risks, rules and responsibilities	1.1 Establish, analyse and describe the impact of the legal and regulatory framework on access to records for the unit or the entire organisation 1.2 Analyse organisational documentation and information, copies of appraisal reports and access conditions for records of comparable organisations 1.3 Review risk analyses and existing access rules for currency, and determine and document any necessary modifications 1.4 Analyse usage patterns of records taking into account

ELEMENT	PERFORMANCE CRITERIA
	identified risks and existing access rules 1.5 Determine specific restrictions and other responses to regulatory obligations for records and activities 1.6 Determine responsibility for reviewing access decisions from collected organisational documentation and information
2. Develop access strategy, classifications and rules	2.1 Consider factors impacting on access rights in developing an access strategy from collected information, based on established responsibilities for access to records, and in response to identified difficulties and risks 2.2 Determine broad access classifications and reasons for access restrictions from regulatory requirements, identified risks and usage patterns of records within the jurisdiction 2.3 Compile criteria for applying access classifications to records, based on collected information and performed analyses 2.4 Develop rules for applying classifications 2.5 Circulate access classifications and draft rules to users of the business or records system for comment, identifying and analysing exceptions, and modifying classifications where appropriate 2.6 Determine compliance regime and jurisdictional access regime 2.7 Seek authorisation from appropriate body for access classifications and procedures
3. Develop procedures to integrate into business or records system	3.1 Determine access permissions and restrictions for records by applying access rules 3.2 Establish and document categories of users using analyses of access rules and records usage 3.3 Document access permissions and restrictions in relation to categories of users 3.4 Establish mechanisms to control user access applying to records and to users 3.5 Develop and document specifications for recording authorised use of records 3.6 Integrate authorised access procedures into business or records system rules and procedures, and document changes
4. Review and amend access classifications and rules	4.1 Develop procedures for reviewing access decisions and for responding to exceptions 4.2 Identify a hierarchy of responsibility for reviewing access decisions to comply with jurisdictional access regime

ELEMENT	PERFORMANCE CRITERIA
	4.3 Communicate changes to access rules and procedures to all users

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	1.1-1.6, 2.1-2.3, 2.6, 3.2, 3.6, 4.2	Critically analyses documentation from a variety of sources to identify specific criteria and consolidates information to determine requirements
Writing	1.3,2.3-2.5, 2.7, 3.1-3.3, 3.5, 3.6, 4.1, 4.3	Produces accurate and logically structured documents using grammatical structures, language, terminology and concepts appropriate for audience
Oral Communication	2.5, 2.7, 4.3	Participates effectively in verbal exchanges using active listening and questioning to obtain feedback and to clarify information
Numeracy	1.4	Performs mathematical calculations to analyse usage data and to interpret trends
Navigate the world of work	1.1, 1.2, 1.5, 1.6, 2.2, 2.4, 2.6, 3.1, 3.2, 3.6, 4.1, 4.2	- Determines and monitors adherence to organisational policies and procedures - Monitors adherence to legal and regulatory rights and responsibilities
Interact with others	2.5, 2.7, 4.3	Actively identifies the requirements of important communication exchanges, selecting appropriate channels, format and content to suit purpose and audience
Get the work done	1.1-1.6, 2.1-2.3, 2.6, 3.1, 3.2, 3.4, 4.1, 4.2	- Develops plans to manage relatively complex, non-routine tasks with an awareness of how they contribute to longer term operational and strategic goals - Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors and constraints into account - Recognises and addresses some unfamiliar problems of increasing complexity within own scope

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBRKG604 Determine security and access rules and procedures	BSBRKG604B Determine security and access rules and procedures	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>