



Australian Government

BSBRKG605 Determine records requirements to document a function

Release: 1

BSBRKG605 Determine records requirements to document a function

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 the structure, content and context of records to document a business function.

It applies to individuals who use analytical skills and specialist knowledge of records systems and business areas to support operations of a functional area. 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. Locate the function in its organisational and regulatory context	1.1 Identify, review and document regulatory framework for a business function 1.2 Establish and document organisation's accountability requirements for the function 1.3 Establish business processes associated with the function from existing documentation
2. Review existing recordkeeping practices for the function	2.1 Review existing records generated by the function to identify essential contents, examine the patterns of use, and identify any new developments in processes or regulatory requirements 2.2 Identify and document risks and liabilities specific to the

ELEMENT	PERFORMANCE CRITERIA
	function from organisation's risk analysis and litigation history 2.3 Consult users who carry out the function and create and use records to identify their assessment of the adequacy of existing records 2.4 Analyse review findings to identify existing and new elements required in the records and document these
3. Document the function's record requirements	3.1 Determine requirements for evidence in relation to the function's performance, accountabilities and risk analysis, and analyse patterns of records usage 3.2 Analyse requirements for evidence to identify all the business transactions of the function that need to be documented in the business or records system 3.3 Document criteria for identifying business transactions and procedures for applying the criteria 3.4 Determine content and structure of the records in all business transactions from the business processes, standards applicable to those processes, and review of existing records 3.5 Specify document structure and metadata for controlling the records of the business transactions, in accordance with external or organisational standards and organisational styles 3.6 Prepare and document procedures for capturing the documents, attaching metadata as required and managing the records to instruct 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	1.1-1.3, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4-3.6	Critically analyses documentation from a variety of sources to identify specific criteria and consolidates information to determine requirements
Writing	1.1, 1.2, 2.2-2.4, 3.3, 3.5, 3.6	Uses language, concepts, formatting and terminology appropriate to organisation and purpose to convey explicit information

Oral Communication	2.3	Uses clear language and active listening and questioning techniques to obtain and clarify information from record users
Numeracy	2.1, 3.1	Performs mathematical calculations to analyse usage data and to interpret trends
Navigate the world of work	1.1, 1.3, 2.1, 2.2, 3.3, 3.4, 3.5	- Creates and adheres to organisational policies and procedures - Understands and works within all legislative and regulatory requirements
Interact with others	2.3	Collaborates with others to achieve joint outcomes,
Get the work done	1.1-1.3, 2.1, 2.2, 2.4, 3.1, 3.2, 3.4, 3.5, 3.6	- 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 into consideration - 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
BSBRKG605 Determine records requirements to document a function	BSBRKG605B Determine records requirements to document a function	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 BSBRKG605 Determine records requirements to document a function

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Performance Evidence

Evidence of the ability to:

- decide what business function a group of records has and document this information within the context of legislative requirements
- determine if recordkeeping systems are adequate for their purpose based on a review of record usage, risk analysis and function performance
- produce procedures for controlling business records in this environment consistent with standards and organisational requirements.

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 relevant legislation, regulations, standards and documentation that affect aspects of business operations
- outline 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.
- describe key features and processes of the functional area.

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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