



Australian Government

BSBRKG607 Document and monitor the record creating context

Release: 1

BSBRKG607 Document and monitor the record creating context

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 monitor and document changes to the particular context or environment in which specific records were or are created, and in which they are used and maintained.

It applies to individuals who use specialist knowledge and research and analytical skills to maintain up to date records and systems for tracking changes to 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. Identify the context of the organisation	1.1 Determine and document the nature of the organisation and its jurisdiction 1.2 Establish regulatory framework specific to the organisation
2. Establish accountability requirements for creators of records	2.1 Identify creators of records by establishing all parts of the organisation which create records 2.2 Determine and document accountability requirements and functional responsibilities of the creators of records 2.3 Verify and document authentic sources used in the research, in

ELEMENT	PERFORMANCE CRITERIA
	accordance with organisational and external standards
3. Identify contextual changes over time	3.1 Map the functions generating the records and the regulatory framework governing them, to the organisational structures 3.2 Identify and document changes to the administrative and functional context over time
4. Monitor changes to organisational structures, functions and responsibilities	4.1 Monitor changes which impact on organisational structures 4.2 Review and update documentation in light of identified changes

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, 1.2, 2.1, 2.2, 2.3, 3.1, 3.2, 4.2	Critically analyses, extracts and consolidates complex information to determine organisational requirements from a range of sources
Writing	1.1, 2.2, 2.3, 3.1, 3.2, 4.2	Produces accurate and logically structured documentation using grammatical structures, language, terminology and concepts appropriate for audience
Navigate the world of work	1.2, 2.3, 3.1	- Monitors adherence to relevant organisational policies, legislative and regulatory requirements - Considers own role in terms of its contribution to broader goals of the work environment
Get the work done	1.1, 2.1, 2.2, 3.1, 3.2, 4.1	- 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 decision in relatively complex situations, taking a range of factors 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
BSBRKG607 Document and monitor the record creating context	BSBRKG607B Document and monitor the record creating context	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 BSBRKG607 Document and monitor the record creating context

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Performance Evidence

Evidence of the ability to:

- document an analysis of the organisation's record creating context and the implications of changes to the record creating context.

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:

- summarise the administrative history and regulatory context of the area subject to functional analysis
- describe the business in which area subject to functional analysis is engaged
- outline the key provisions of relevant legislation and regulations, standards and other documentation that affects recordkeeping systems
- 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 organisational policies, strategies and procedures, particularly those relating to records access and security.

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.

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