



Australian Government

Department of Education, Employment and Workplace Relations

BSBRKG503A Develop and maintain a classification scheme

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the work required to develop, or modify, a classification scheme based on an organisation's functions and activities.

Linkages outside these National Competency Standards

ISO DIS 15489 - Draft International Standard on Records Management

Links

The work described in this unit is linked to the work described in the following unit(s):

Previous Business Qualification(s)

BSBRKG301A Control records

The Same Business Qualification

BSBRKG504A Develop terminology for activities and records

Subsequent Business Qualification(s)

BSBRKG603A Prepare a functional analysis for an organisation

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Subsequent Business Qualification(s)

BSBRKG603A Prepare a functional analysis for an organisation

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Establish basis for classification scheme development	1.1 Written report on the purpose and process of classification scheme development is prepared and submitted for approval
	1.2 Functional analysis is reviewed and analysed for the basis of the classification scheme
	1.3 Other relevant materials and documents are reviewed for impacts on classification scheme
	1.4 Capacity of the existing system(s) to handle a new/revised classification scheme is examined for impact on new/revised classification scheme
	1.5 Existing classification scheme is assessed for currency and coverage
	1.6 A representative sample of records are examined to confirm the extent of the existing classification scheme's implementation
2 Develop a draft classification scheme	2.1 Broad classification groups are identified from the functional analysis
	2.2 Broad classification groups are analysed and decomposed to the level required for the organisation's use
	2.3 A draft classification scheme is prepared, consisting of sufficient classes and subclasses to include all of the business functions and activities being documented
	2.4 The draft classification scheme's terminology is

- unambiguous and in accordance with organisational and industry language and terminology usage
- 2.5 The draft classification scheme is hierarchical and is specific to the organisation in accordance with industry standards and practice
- 3 Validate draft classification scheme
- 3.1 Methodology for the validation process is prepared taking local imperatives and environment into consideration
- 3.2 Consultation with users is conducted to identify and issues, problems, inconsistencies, and/or required amendments or additions to draft classification scheme
- 3.3 Testing is conducted to identify any problems and inconsistencies with the draft classification scheme
- 3.4 Results of validation are documented throughout the validation process, ready for analysis
- 4 Prepare and review classification scheme
- 4.1 The classification scheme is prepared from validation and research, ready for review
- 4.2 The classification scheme reflects the culture and operational realities of the organisation, the organisation's business language, and its foreseeable future
- 4.3 Negotiations are undertaken with competing interests within the organisation to ensure common understanding and appropriateness of work use and definitions
- 4.4 Where the existing system requires modification, this is noted and specific recommendations are prepared in accordance with organisational guidelines
- 4.5 The final version of classification scheme, and accompanying report, are prepared in accordance with organisational practice and Australian and international standards
- 4.6 Formal endorsement is sought from the appropriate individual/body through submission of the revised, amended and completed classification scheme

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

Thorough knowledge of the organisation's functions should be demonstrated

Ability to translate elements of a functional analysis to a coherent, logical, multi-level scheme of terms appropriate to the organisational context should be demonstrated

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.

Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Organisation's functions, structure and culture

Organisation's policies and processes

Industry codes of best practice and standards in recordkeeping including functional requirements for recordkeeping

Construction and use of language generally and in the organisation

Development and use of language controls

Organisational and other business or records systems

Underpinning Skills

Analysing process functions and problems

Communicating complex relationships and processes effectively to users and management

Documenting complex relationships and processes

Consulting with practitioners, staff members, customers, and others to elicit relevant information for analysis

Analysing and interpreting organisation policies and procedures

Analysing and synthesising documentation, verbally delivered information, and observed behaviours

Using judgement and discretion with sensitive information

Negotiating to achieve suitable results for the organisation's recordkeeping practices

Researching and analysing organisation requirements for recordkeeping

Auditing and monitoring use of the business or records system

Preparing and writing correspondence for both internal and external customers

Documenting conversation details (taking minutes) and observed practices

Identifying and viewing component parts as integral elements of the whole system

Using tools and techniques to solve problems

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

AS4390, ISO DIS 15489 - Draft International Standard on Records Management, legislation applying to business' records

Consistency of Performance

As classification schemes are produced only rarely, demonstrating competence in the development of one scheme should be sufficient

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information (Level 3) - to review and analyse the range of source material prior to the development of the classification scheme

Communicating ideas and information (Level 3) - to users of the classifications scheme during the consultation process

Planning and organising activities (Level 3) - in developing an appropriate validation methodology

Working with teams and others (Level 3) - in consulting with users of the classification scheme

Using mathematical ideas and techniques (Level 1) - to undertake sampling during the validation phase of the development

Solving problems (Level 3) - presented by competing interests within the organisation

Using technology (Level 3) - throughout, to collect and manipulate data.

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace which may include:

- award and enterprise agreements and relevant industrial instruments
- relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
- relevant industry codes of practice

Change information may come from:

- all/any level of the organisation
- strategic plans
- government policy and legislation
- company takeover
- organisational restructure

Classification may be by:

- organisation function and / or activity
- subject
- body of knowledge

Sources researched for background and contributing material may be from within or without the organisation and may include:

- organisational charts
- strategic and business plans
- service directories
- controlled language schemes from existing and other organisations
- procedure manuals
- policies
- memorandum and articles
- legislation
- annual reports
- publicity brochures and leaflets

Local impacts on validation methodology may include:

- size of organisation
- time available
- number and location of sites
- resources available

Validation methodology may include:

- focus groups
- user-driven
- survey
- interviews
- targeting and involvement of key individuals and groups
- testing

Final report may include:

- provision for review

inclusion in organisational policy

scope of compliance

implications for implementation

Appropriate individual / body for review may include:

nominated senior management representative

business owner

senior management team

business managers

system users

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Legislation, codes and national standards relevant to the workplace which may include:

award and enterprise agreements and relevant industrial instruments

relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity,

industrial relations and anti-discrimination

relevant industry codes of practice

Change information may come from:

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Unit Sector(s)

Not applicable.