



Australian Government

Department of Education, Employment and Workplace Relations

BSBRKG603B Prepare a functional analysis for an organisation

Revision Number: 1

BSBRKG603B Prepare a functional analysis for an organisation

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to analyse the functions, activities and transactions of an organisation or business unit, and to identify and define its boundaries. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	This unit applies to individuals with understanding and specialist knowledge, with depth in some areas of business or records systems. The application is in relation to senior staff in a specialist recordkeeping environment with responsibility for a team, though the unit may also apply to individuals with sole responsibility for recordkeeping systems within larger enterprises.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish functions of the organisation at the highest level	1.1. Examine organisational or jurisdictional documentation to establish its principal functions 1.2. Identify programs, projects and supporting activities from reporting documentation, and allocate these to established functions 1.3. Analyse relationship between programs, projects and supporting activities and functions to identify overlap, ambiguities and omissions 1.4. Document and validate established functions, in accordance with organisational and industry standards
2. Determine component activities and transactions of identified functions	2.1. Review documentation of programs, projects and supporting activities allocated to established functions to develop a statement of all activities performed by the organisation, unit or jurisdiction using appropriate analysis methods 2.2. Obtain information about recurring transactions and actions by consulting agents; and examine organisational and jurisdictional documentation, including records generated by the processes 2.3. Analyse imminent changes to organisation, unit or jurisdiction's business for impact on identified activities 2.4. Document and review determined actions and transactions at activity level in preparation for validation, in accordance with industry standards
3. Build a functional representation of the organisation	3.1. Review and refine assembled documentation of transactions, activities and functions for completeness, accuracy and appropriateness of terminology 3.2. Document combined functional analysis in accordance with industry standards 3.3. Identify activities and functions mapped to organisational structures to direct and indirect relationships and anomalies 3.4. Document findings on relationships between functions and structure to build a functional representation

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication and negotiation skills to explain complex relationships and processes effectively to users and management, and to consult with relevant stakeholders
- information management skills to analyse and synthesise documentation, verbally delivered information and observed behaviours
- literacy skills to prepare, compile and write complex documents and reports, and to document complex relationships and processes
- problem-solving skills to solve recordkeeping problems
- technology skills to use equipment relevant to conducting recordkeeping activities.

Required knowledge

- administrative history and regulatory context of area subject to functional analysis
- business in which area subject to functional analysis is engaged
- key provisions of relevant legislation, and regulations from all forms of government and standards that may affect aspects of business operations, such as:
 - anti-discrimination legislation
 - AS 1203:1996 Microfilming of engineering documents
 - AS 2840:1986 Microfilming newspapers for archival purposes
 - AS 3674:1989 Storage of microfilm
 - AS 4003:1996 Permanent paper
 - AS 5044.1:2002 AGLS Metadata element set
 - AS 5090:2003 Work process analysis for recordkeeping
 - AS ISO 15489:2004 Records management
 - AS ISO 23081.1:2006 Information and documentation - Records management processes - Metadata for records - Principles
 - AS/NZS 4360:2004 Risk management
 - Australian Stock Exchange(ASX) Principles of Good Corporate Governance
 - codes of practice
 - ethical principles
 - archives and records legislation
 - occupational health and safety
 - privacy and freedom of information
- general principles and processes of records management and records management systems, such as:
 - systems of control

REQUIRED SKILLS AND KNOWLEDGE

- records continuum theory
- mandate and ownership of business process
- organisational business functions, structure, context and culture
- organisational policies, strategies and procedures, particularly those relating to records access and security
- standards for hierarchical and logical representational analyses
- technologies used in recordkeeping such as multimedia, records system packages and workflow packages.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- researching, developing and documenting a functional representation of the organisation including analysis of the legislative and social framework in which the organisation operates
- knowledge of the organisation's functions and activities.

Context of and specific resources for assessment

Assessment must ensure:

- access to an actual workplace or simulated environment
- access to examples of records, recordkeeping systems and policies
- access to office equipment and resources.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- assessment of written reports on the functional analysis of an organisation
- demonstration of research techniques to gather information on the legal, social, regulatory and organisational environment, and organisational functions and activities
- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- observation of presentations of reports on the legal, social, regulatory and organisational environment and recordkeeping requirements
- oral or written questioning to assess knowledge and understanding
- review of authenticated documents from the workplace or training environment
- review of testimony from team members, colleagues, supervisors or managers.

EVIDENCE GUIDE**Guidance information for assessment**

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- administration units
- other knowledge management units.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Organisational or jurisdictional documentation may include:

- administrative orders
- annual accounts and budget statements
- annual reports
- audit reports
- corporate plans, goals, mission statements and strategy statements
- establishment charters
- deeds of agreement
- incorporation documentation
- legislation
- licensing and registration documents
- official statements to shareholders

Appropriate analysis methods may include:

- activity-based thesauruses and classifications
- logical or chronological analyses
- proprietorial (software) systems
- published analyses
- standards
- workflow-based analyses

Agents may include:

- contractors
- customers and clients
- employees

Documenting combined functional analysis may include:

- written reports
- presentations

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Knowledge Management - Recordkeeping
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Co-requisite units

Co-requisite units		