



Australian Government

Department of Education, Employment and Workplace Relations

FDFOPTRWP3A Report on workplace performance

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to collate and maintain workplace records. This unit would typically apply to a team leader or person responsible for monitoring and reporting on performance of a work area or section.

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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 Identify recording and reporting requirements	1.1 The purpose of recording information is identified 1.2 Recording and reporting responsibilities are identified 1.3 Recording and reporting systems and formats are identified
2 Maintain workplace information	2.1 Records are complete, timely and accurate 2.2 Performance information is recorded in required format to meet workplace reporting requirements 2.3 Errors or discrepancies in recording are identified and corrected or notified to appropriate personnel 2.4 Variances are identified, investigated and reported according to workplace procedure 2.5 Requests for information are assessed, prioritised and addressed to meet required timelines
3 Maintain security of workplace information	3.1 Access levels and authorities are identified 3.2 Security of workplace records and reports is maintained 3.3 Security breaches are identified and reported to appropriate personnel

Required Skills and Knowledge

Not applicable.

Evidence Guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Identify and use recording/reporting formats and systems
2. Identify information security requirements and procedures for responding to/reporting a security breach
3. Collect and collate information to be recorded as required
4. Assess information to confirm that it is complete and accurate. Follow up inaccurate recording with relevant personnel
5. Identify significant performance variance, investigate and report cause/s
6. Prepare reports in required format to meet reporting timelines
7. Respond to information requests on a timely basis

Knowledge of:

8. The purpose and responsibilities for the information records and reports to be maintained/produced. This includes an understanding of accuracy levels and timeliness of recording and reporting
9. Techniques used to collate and assess information. This includes an understanding of typical recording outcomes to identify unusual or incorrectly recorded information
10. Likely causes of variation and related reporting responsibilities
11. Information system access levels and codes. This may include access levels within software
12. Communication skills relevant to reporting role

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Range Statement

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The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies, procedures, regulatory and licensing requirements, legislative requirements and industrial awards and agreements
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Unit Sector(s)

Not applicable.