



Australian Government

PSPGEN006 Handle workplace information

Release: 1

PSPGEN006 Handle workplace information

Modification History

Release	Comments
1	This unit was released in PSP Public Sector Training Package release 1.0 and meets the Standards for Training Packages. This unit supersedes and is equivalent to PSPGOV206B Handle workplace information. • Unit code updated • Content and formatting updated to comply with new standards • All PC transitioned from passive to active voice

Application

This unit describes the skills required to handle incoming and outgoing workplace information. It includes collecting, analysing and processing workplace information.

This unit applies to those working in generalist and specialist roles within the public sector.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work under supervision in teams or autonomously, performing routine tasks in a familiar context.

No licensing, legislative or certification requirements apply to unit at the time of publication.

Competency Field

General

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions section.

1. Collect and analyse workplace information	1.1 Collect and analyse required information under direction. 1.2 Check and record routine information in accordance with organisational format/s. 1.3 Maintain data systems to ensure records are accurate and up-to-date. 1.4 Update, access and search internal data storage systems as required. 1.5 Apply workplace procedures related to security and confidentiality to information handling.
2. Process workplace information	2.1 Sort and distribute incoming information within defined timeframes. 2.2 Identify and communicate problems in processing routine information to relevant staff. 2.3 Establish and maintain information storage and filing systems.

Foundation Skills

Foundation skills are embedded within the elements and performance criteria of this unit.

Unit Mapping Information

This unit supersedes and is equivalent to PSPGOV206B Handle workplace information.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

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Assessment Requirements for PSPGEN006 Handle workplace information

Modification History

Release	Comments
1	These Assessment Requirements were released in PSP Public Sector Training Package release 1.0 and meet the Standards for Training Packages. Assessment Requirements created drawing upon specified assessment information from superseded unit

Performance Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the candidate must demonstrate evidence of performance of the following on at least one occasion.

- handling files
- handling mail
- applying information security requirements
- applying computer technology to data storage, retrieval and presentation
- converting one information type to another
- applying basic statistical and numerical manipulation
- using problem solving and referring problems as required
- communicating with colleagues and supervisors

Knowledge Evidence

Evidence required to demonstrate competence must satisfy all of the requirements of the elements and performance criteria. If not otherwise specified the depth of knowledge demonstrated must be appropriate to the job context of the candidate.

- public sector legislation including work health and safety and environment
- policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information
- organisational procedures for handling information
- electronic and manual filing systems
- databases and data storage systems

Assessment Conditions

This unit contains no specific industry-mandated assessment conditions. Guidance on suggested and recommended conditions and methods can be found in the Implementation Guide.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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