



Australian Government

PSPGEN006 Handle workplace information

Release: 1

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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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