



Australian Government

Assessment Requirements for PSPGEN137 Handle workplace information

Release: 1

Assessment Requirements for PSPGEN137 Handle workplace information

Modification History

Supersedes and is equivalent to PSPGEN006 Handle workplace information.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- handle files
- handle mail
- apply information security requirements
- apply computer technology to data storage, retrieval, and presentation
- convert one information type to another
- apply basic statistical and numerical manipulation
- use problem-solving and refer problems as required
- communicate with colleagues and supervisors.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation related to the workplace
- policies, procedures, and guidelines relating to information handling in the public sector, including those for confidentiality, privacy, security, freedom of information
- organisational policies and procedures for handling information
- electronic and manual filing systems
- databases and data storage systems.

Assessment Conditions

- Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- samples of information
- organisational policies and procedures for handling information.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

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