



Australian Government

Assessment Requirements for PSPGEN138 Organise workplace information

Release: 1

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Modification History

Supersedes and is equivalent to PSPGEN014 Organise 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:

- establish and maintain filing systems
- apply computer technology to data storage, security, retrieval and presentation
- undertake basic statistical and numerical manipulation
- communicate with relevant stakeholders to obtain and check workplace information and to resolve or refer problems.

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 or similar work environment, including those for confidentiality, privacy, security and freedom of information
- organisational information handling and storage procedures
- electronic and manual filing systems
- features and functions of technology required to store and organise information.

Assessment Conditions

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

Assessment must ensure access to:

- policies, procedures and guidelines relating to information handling in the work environment
- resources and equipment of the working environment.

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>