



Australian Government

PSPGEN138 Organise workplace information

Release: 1

PSPGEN138 Organise workplace information

Modification History

Supersedes and is equivalent to PSPGEN014 Organise workplace information.

Application

This unit describes the performance outcomes, skills and knowledge required to organise information in the workplace.

Those undertaking this unit work as part of a team or independently where support is available for more complex situation. They perform routine tasks in a range of familiar and unfamiliar contexts.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

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.

1. Collect and assess information.

1.1. Gather and record information within specified timeframes.
1.2. Check information for accuracy.
1.3. Apply confidentiality and privacy procedures.

2. Organise and provide information.

2.1. Store and organise information and materials in accordance with organisational procedures.
2.2. Maintain accurate, up-to-date records in accordance with organisational procedures.
2.3. Organise information, following security procedures for access by relevant staff.

- 2.4. Sort, distribute and communicate incoming information and materials within the area of responsibility and within appropriate timeframes.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	collect and read familiar and sometimes unfamiliar documents to determine how information should be processed.
Numeracy skills to:	understand and use numerical systems associated with information storage systems.
Technology skills to:	use main features and functions of digital tools and software to maintain workplace information.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN014 Organise workplace information.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for PSPGEN138 Organise workplace information

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

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