



Australian Government

Assessment Requirements for PSPPCY005 Implement e-correspondence policies

Release: 1

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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 Assessment Requirements created drawing upon specified assessment information from superseded unit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.

- following policies and procedures
- referring information to management or other staff, especially in dealing with suspicious or potentially dangerous electronic mail

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.

- relevant legislation from all levels of government that affects e-business operation
- organisational policies and procedures relating to electronic mail
- service provider requirements, especially with regard to email attachments
- set up and maintenance procedures for electronic software
- naming protocols for email addresses
- electronic file handling, including saving, copying, moving and deleting
- security levels for receiving electronic mail

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

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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