



Australian Government

Assessment Requirements for SFICPL305 Perform administrative duties

Release: 1

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Modification History

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has carried out administrative duties on at least one occasion, including:

- prioritising and organising administrative tasks
- accurately completing and/or maintaining documentation, including correspondence, records, notes, forms and reports
- processing, submitting and/or storing documentation according to organisational requirements, laws and regulations.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- procedures for managing administrative tasks and maintaining a record of duties performed
- jurisdictional laws, by-laws and regulations relating to the preparation of documentation
- issuing of licences and requirements of relevant authorities
- various types of departmental and licensing system documents, proformas and logs and the preparation and assessment requirements for each.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a fisheries compliance agency setting or an environment that accurately represents workplace conditions
- resources, equipment and materials:

- access to appropriate departmental proformas, licence applications, property books and storage systems
- computer with access to information databases to enable applicant suitability checks
- specifications:
 - access to relevant laws and regulations relating to the preparation of documentation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>