



Australian Government

SFICPL305 Perform administrative duties

Release: 1

SFICPL305 Perform administrative duties

Modification History

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

Application

This unit of competency describes the skills and knowledge required to perform a range of administrative functions for a fisheries compliance agency.

The unit applies to individuals who prepare, submit and assess documentation according to organisational, licensing and regulatory requirements.

All work must be carried out to comply with workplace procedures, according to state/territory health and safety and environmental regulations, legislation and standards that apply to the workplace.

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

Pre-requisite Unit

Nil

Unit Sector

Compliance (CPL)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage administrative tasks, correspondence and records	1.1 Assess, prioritise and execute administrative tasks to ensure effective operations 1.2 Complete correspondence and records accurately and in a timely manner 1.3 Maintain correspondence and departmental reports and forms

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	securely 1.4 Record movement of correspondence and records 1.5 Submit and store correspondence and records
2. Maintain notes and records	2.1 Complete notes and records of duties performed 2.2 Ensure notes are current and accurately maintained
3. Complete and submit departmental reports and forms	3.1 Complete documentation according to organisational requirements, laws and regulations 3.2 Ensure content of forms and reports is accurate and complete, legible, understandable and in the correct format 3.3 Submit documentation within the required timeframe
4. Process documentation for licences and regulatory authorisations	4.1 Ensure procedures for preparation and assessment for licences and regulatory authorisations are correct 4.2 Carry out document assessment procedures and applicant security checks 4.3 Ensure appropriate licence authority is correctly issued and details recorded

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interprets applications and related documentation
Navigate the world of work	Interprets and applies workplace requirements, and seeks clarification or other assistance when required
Interact with others	- Uses appropriate vocabulary, conventions and protocols, including technical language relevant to role - Uses questioning to confirm and clarify understanding or seek further information - Cooperates and collaborates with others to undertake and complete

Skill	Description
	administrative activities
Get the work done	- Plans, organises and prioritises own work activities and resources - Accesses databases to check applicant details/history - Uses information and communication technology to perform administrative duties

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
SFICPL305 Perform administrative duties	SFICOMP318A Perform administrative duties	Updated to meet Standards for Training Packages Element 5 removed and minor amendment to elements for clarity	Equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273>

Assessment Requirements for SFICPL305 Perform administrative duties

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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.

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