



Australian Government

TLIP2014 Capture records into a records keeping system

Release: 2

TLIP2014 Capture records into a records keeping system

Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor statement changes in Assessment Conditions.

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to capture records into a records keeping system in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records to be captured and registering the records within the transport, warehousing, distribution and/or storage industries.

Work is generally performed under some supervision, within a team/group environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

P - Administration and Finance

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1 Identify records to be captured**
 - 1.1** Material identified and classified for registration is sorted in accordance with records keeping system procedures
 - 1.2** Activity documented by the record is identified from the elements of the record in accordance with organisational procedures
 - 1.3** Area or action officer to which the record needs to go is identified from elements of the record and staff list in accordance with organisational procedures
 - 1.4** Material that cannot be readily identified is referred to the appropriate authority in accordance with organisational procedures
- 2 Register each record**
 - 2.1** Unique identifier is selected for record in accordance with organisational procedures and records keeping system rules
 - 2.2** Record is registered into records keeping system with title, description, details of record creator, immediate location and any other control information to fulfil the system requirements in accordance with organisational procedures
 - 2.3** Access and security status are recorded in accordance with organisational procedures and records keeping system rules
 - 2.4** Disposal status of the record is recorded in accordance with records keeping system rules and organisational procedures
 - 2.5** Record is forwarded to its appropriate location, which is recorded, in accordance with records keeping system rules and organisational procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP2014A Capture records into a records keeping

system.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIP2014 Capture records into a records keeping system

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying relevant legislation and workplace procedures
- communicating and working effectively with others when capturing records
- completing documentation related to capturing records
- identifying, selecting, and efficiently and effectively using equipment for capturing records into a records management system
- maintaining security and confidentiality of material
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- reading, interpreting and following instructions, procedures and information relevant to capturing records
- reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and include knowledge of:

- housekeeping standards and procedures
- operational workflow within a records management system
- operational work systems, equipment, management and site operating systems for capturing records into a records management system
- problems that may occur when capturing records and appropriate action that can be taken to resolve these problems
- regulations relevant to capturing records as part of a records management process
- types of equipment used in capturing records into a records management system and the precautions and procedures that should be followed in their use
- workplace procedures and policies for capturing records into a records management system including policies on confidentiality, and security of information and records.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals.

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