



Australian Government

TLIP2017 Maintain control of records

Release: 2

TLIP2017 Maintain control of records

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 maintain control of records in the transport and logistics industry, in accordance with regulations and workplace requirements.

It includes tracking records, conducting file audits, preparing reports from a records system, preparing staff lists, and implementing disaster recovery procedures.

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.

1 Track record

PERFORMANCE CRITERIA

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

1.1 Unique record identifier to be located is determined from request or

instructions

- 1.2 Location of record is obtained from records system in accordance with records system rules and organisational procedures
 - 1.3 History of record location is obtained from records system in accordance with records system rules and organisational procedures
 - 1.4 Information about record is obtained from records system in accordance with records system rules and organisational procedures
 - 1.5 Information about record is updated and amended in accordance with organisational procedures
 - 1.6 All transactions on the records system are completed within the designated timeframe
- 2 Conduct a file audit**
 - 2.1 Files are physically located with action officer and in storage areas, in accordance with supervisor instructions
 - 2.2 Discrepancies between nominal and actual record locations are identified
 - 2.3 Supervisor is clearly/specifically informed/notified of any discrepancies and/or issue
 - 2.4 Unacceptable record keeping practices are observed and noted during audit activities, in accordance with organisational procedures
 - 2.5 Information about any anomalous record is updated and amended in accordance with organisational procedures
 - 2.6 Reconciliation statement is prepared and forwarded to supervisor in accordance with organisational procedures and records system procedures
- 3 Prepare reports from records system**
 - 3.1 Reports are prepared from system in accordance with supervisor instructions or requests
 - 3.2 Reports are prepared in accordance with workplace procedures and records system procedures
 - 3.3 All reports from the records system are prepared within the designated timeframe
- 4 Prepare staff lists**
 - 4.1 Staff and user lists are checked and updated to accord with the current locations and designations of organisational staff members in accordance with supervisor instructions
 - 4.2 Staff and user lists are duplicated and circulated to all those requiring

copies, in accordance with supervisor instructions

5 Implement disaster recovery procedures

- 5.1** Policies and procedures are identified for disaster recovery
- 5.2** Recovery actions are undertaken in accordance with workplace procedures and scope of authority
- 5.3** Appropriate personnel are informed of actions taken in accordance with workplace 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 TLIP2017A Maintain control of records.

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 TLIP2017 Maintain control of records

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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 and performance criteria on at least one occasion and include:

- adapting to differences in equipment in accordance with standard operating procedures
- applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- communicating and working effectively with others when maintaining control of records
- completing documentation related to maintaining control of records
- identifying, selecting and using equipment efficiently and effectively for maintaining control of records
- implementing contingency plans
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and auditing records
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work including predicting consequences and identifying improvements
- preparing relevant reports
- reading, interpreting and applying instructions, legislation, procedures and information relevant to maintaining control of 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.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and 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 maintaining control of records as part of a records management process
- problems that may occur with maintaining control of records and appropriate action that can be taken to resolve these problems
- regulations relevant to maintaining control of records as part of a records management process
- types of equipment used in maintaining control of records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for maintaining control of records 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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