



Australian Government

TLIP3015 Document a records system

Release: 1

TLIP3015 Document a records system

Modification History

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 document a records system in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records creators and their accountability requirements, locating records creators in their organisational structure and identifying the activities/functions documented by records. It also includes analysing the record keeping system to identify the series, explaining links between record keeping series, identifying anomalies to the normal order of the series, and documenting records series and relationships over time.

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 Identify records creators and their accountability requirements

PERFORMANCE CRITERIA

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

1.1 Creating organisation is identified as a public or private entity and likely sources of information about the creator are identified and assessed as relevant

1.2 Person who created records and/or part of

organisation where records were created, is identified

1.3 Where there is more than one creator over time, all creators are located in their organisational and chronological context

1.4 Available information sources are used to determine records creator accountability requirements and functional responsibilities

1.5 Sources of information used in the research are identified as authentic and copies are kept in accordance with organisational record keeping practice

2 Locate records creators in their organisational structure

2.1 Nature of the jurisdiction governing the organisation is outlined

2.2 Location and context of records creators are conveyed in their organisational structure and context

3 Identify activities/functions documented by records

3.1 Actions/activities by which records are generated or documented, are identified

3.2 Boundaries of activities are identified from records and checked against organisational functional analysis

3.3 Records are matched to the functions for which records creators are responsible

3.4 Date-ranges for records are determined from records and are supplemented from external sources as required

3.5 Changes to the activities/function are documented over the time period of the records

4 Analyse record keeping system

4.1 Elements of record keeping system/s are identified from records and documented

4.2 Records series is/are identified and documented in accordance with organisational standards and procedures

4.3 History and context of records system is documented in accordance with organisational standards and procedures

5 Explain links between record 5.1 Related record series which make up the records

- keeping series** series system are identified from analysis of the available source information and the records themselves
- 5.2 Predecessor and subsequent records series are outlined to place series in its chronological context
- 5.3 Anomalies to series normal order are outlined
- 6 Maintain the normal order of the series**
- 6.1 Anomalies that have occurred over time to the systemic order of the series are identified from analysis of available source information and the records themselves
- 6.2 Anomalies to the systemic order of the series are confirmed and corrected in accordance with organisational procedures
- 6.3 Causes of anomalies that have occurred over time are identified and processes are established to prevent further anomalies
- 7 Document records series and relationships over time**
- 7.1 Available information and analysis results are documented
- 7.2 Documentation is formatted to enable easy access for researchers and users

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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3015A Document a records 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 TLIP3015 Document a records 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 and performance criteria on at least one occasion and include:

- applying relevant workplace procedures
- communicating and working effectively with others
- identifying and using relevant equipment
- interpreting and following operational instructions and prioritising work
- maintaining security and confidentiality of material
- monitoring work activities in terms of planned schedule
- operating and adapting to differences in equipment in accordance with operational procedures
- planning own work, predicting consequences and identifying improvements
- reading and interpreting relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions 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 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 documenting a records system
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for documenting a records system as part of a records management process
- site layout and obstacles
- types of equipment used for documenting a records system and the precautions and procedures that should be followed in their use
- workplace procedures and policies for documenting a records 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.

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

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 simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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