



Australian Government

TLIP3016 Identify and classify records to be captured

Release: 1

TLIP3016 Identify and classify records to be captured

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 identify and classify records to be captured in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes identifying records to be captured, and classifying and registering records as part of record management processes.

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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Identify records to be captured	1.1 Incoming material is categorised for records to be captured in accordance with organisational procedures
	1.2 Storage for records including specific environmental conditions and accessibility requirements are noted and actioned as required
	1.3 Activity documented by record is identified from record elements in

accordance with organisational procedures

1.4 Area or action officer where record needs to go is identified from record elements or content and staff list, in accordance with organisational procedures

1.5 Incoming material is assessed against organisational checklist to identify what material needs to be captured

1.6 Material that does not need to be registered is dealt with in accordance with organisational procedures

1.7 Format/media of record is modified as required in accordance with organisational requirements and procedures

2 Classify a record

2.1 Identified transaction/action/activity documented by record is matched to organisational classification scheme

2.2 Full record classification is selected in accordance with system rules and organisational procedures

2.3 Classified record is linked to other records in system in accordance with system rules and organisational procedures

2.4 Indexing points (cross-reference terms) are selected for record in accordance with system rules and organisational procedures

3 Register a record

3.1 Unique identifier is selected for record in accordance with organisational procedures and record keeping system rules

3.2 Record is registered into record 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

3.3 Access and security status are determined and documented in accordance with organisational procedures and record keeping system rules

3.4 Disposal status of record is determined and recorded in accordance with record keeping system rules and organisational procedures

3.5 Record is forwarded to its appropriate location, which is recorded in accordance with 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIP3016A Identify and classify records to be captured.

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 TLIP3016 Identify and classify records to be captured

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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 operating procedures
- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- identifying, and correctly using relevant equipment
- interpreting and following operational instructions and prioritising work
- maintain security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading interpreting and following relevant instructions, procedures, information and signs
- using a range of information technology devices including computers, radio frequency devices, electronic data exchange systems
- working systematically with required attention to detail.

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 identifying and classifying records to be captured as part of a records management process
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for identifying and classifying records to be captured as part of a records management process
- site layout and obstacles
- types of equipment used for identifying and classifying records to be captured and the precautions and procedures that should be followed in their use
- workplace procedures and policies for identifying and classifying records to be captured including policies on privacy, 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 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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