



Australian Government

TLIP3020 Sentence records

Release: 1

TLIP3020 Sentence records

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

It includes identifying and examining records for sentencing, selecting disposal status for records and recording disposal status.

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 for sentencing	1.1 Records on which action is complete are located, removed, or copied from the active record keeping system, in accordance with organisational procedures
	1.2 Records are identified from request or supervisor's instructions
2 Examine records	2.1 Records on which action is not complete are returned to active record keeping system in accordance with organisational

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| for sentencing | procedures |
| | 2.2 Activity, group of related activities, or groups of transactions documented by records are correctly identified at the appropriate level, in accordance with organisational procedures |
| | 2.3 Client is consulted concerning sentencing date and proposed actions for records are confirmed by client |
| 3 Select disposal status for records | 3.1 Record disposal class is identified in records authorised schedule applicable to activity or transaction |
| | 3.2 Records are identified for further periods of retention, calculated in accordance with organisational procedures or for immediate destruction |
| | 3.3 Items identified for immediate destruction are separated from the body of records |
| | 3.4 Items that cannot be sentenced are handled in accordance with organisational disposal procedures |
| 4 Record disposal | 4.1 Disposal status, action and date of disposal action are recorded in record keeping system in accordance with organisational disposal procedures and record keeping systems rules |
| | 4.2 Disposal records are maintained in accordance with organisational disposal procedures and record keeping systems rules |

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 TLIP3020A Sentence 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 TLIP3020 Sentence records

Modification History

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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
- maintaining security and confidentiality of material
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising 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 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 sentencing records 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 sentencing records as part of a records management process
- site layout and obstacles
- types of equipment used for sentencing records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for sentencing 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 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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