



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

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