



Australian Government

TLIP3021 Undertake disposal program

Release: 1

TLIP3021 Undertake disposal program

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 undertake a records disposal program in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes preparing and undertaking disposal activities, and supervising and seeking approval for disposal actions.

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 Prepare for disposal	1.1 Records or areas where records are due for disposal action are identified from request or schedule
	1.2 Resources needed to undertake disposal program are assembled in the location and at the time required
2 Undertake	2.1 Records are assessed to determine what disposal action can be undertaken immediately, whether records need to be sentenced or

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| disposal | reviewed, and whether any records need to be appraised |
| | 2.2 Hazards are identified, risks are assessed and control measures are implemented |
| | 2.3 Disposal actions are distributed and delegated to be conducted in accordance with organisational rules, guidelines and procedures |
| | 2.4 Quality control measures are undertaken in accordance with organisational procedures to ensure consistency in determining disposal status and retention periods |
| | 2.5 Certificate of destruction documentation is completed and information is provided to client as required |
| 3 Supervise disposal actions | 3.1 Disposal sentences referred by delegates are reviewed and disposal actions are determined from existing schedules or from appraisal results |
| | 3.2 Checks are made to ensure disposal decisions are recorded in record keeping system and to ensure disposal actions taken are in accord with decisions recorded |
| 4 Process disposal | 4.1 Approval is sought from appropriate individual/body for disposal actions |
| | 4.2 Records no longer required for any purpose are destroyed in accordance with approval and organisational procedures |
| | 4.3 Records to be kept for a further period are stored in accordance with organisational records storage requirements |
| | 4.4 All disposal actions are recorded and authorised in accordance with organisational procedures and record keeping system requirements |

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 TLIP3021A Undertake disposal program.

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 TLIP3021 Undertake disposal program

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:

- focus of operation of work systems, equipment, management and site operating systems for disposing records as part of a records management process
- housekeeping standards and procedures
- operational workflow within a records management system
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for disposing records within a records management process
- types of equipment used in a records disposal program and the precautions and procedures that should be followed in their use
- workplace procedures and policies for disposing 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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