



Australian Government

TLIP3022 Undertake movement of records

Release: 1

TLIP3022 Undertake movement of 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 undertake the movement of records in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes selecting records for movement, maintaining control of records and transferring records.

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 Select records for movement	1.1 Reason for record movement is clarified as required 1.2 Specific records to be moved are identified from instructions and supporting documentation, and are located 1.3 Records are retrieved from storage location, or flagged in the system, in accordance with workplace procedures, legal requirements, and work health and safety (WHS)/occupational

health and safety (OHS) procedures

2 Maintain control of records

- 2.1 Transfer documentation is prepared by recording unique record identifiers to be moved in a form compliant with workplace rules and procedures for transferring custody, ownership and/or responsibility of records
- 2.2 Records are prepared for movement in accordance with storage medium requirements
- 2.3 Identifying documentation for records is retained for organisational records and a copy is retained with records themselves during transit
- 2.4 Transit locations for records to be moved are recorded in location control system as required

3 Transfer records

- 3.1 Method, timeframe and personnel to undertake the movement are determined in accordance with workplace procedures and records requirements
- 3.2 Hazards are identified, risks are assessed and control measures are implemented
- 3.3 Relocation of records is documented in location control system and other systems as required, in accordance with organisational procedures
- 3.4 Movement of records is completed and documented in accordance with workplace procedures
- 3.5 Proof of receipt is obtained and forwarded to appropriate authority, as required

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 TLIP3022A Undertake movement of 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 TLIP3022 Undertake movement of records

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

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
- selecting and using required personal protective equipment conforming to industry and WHS/OHS standards
- 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 moving records as part of a records management system
- problems that may occur and appropriate action that can be taken to resolve these problems
- regulations relevant for moving records as part of a records management system
- relevant WHS/OHS and environmental protection procedures and guidelines
- site layout and obstacles
- types of equipment used for moving records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for moving 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.

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

Companion Volume implementation guides are found in VETNet -

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