



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