



Australian Government

TLIP3023 Destroy records

Release: 1

TLIP3023 Destroy 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 destroy records in accordance with regulations and workplace requirements in the transport and logistics industry.

It includes collecting records to be destroyed, selecting destruction mode, destroying records and documenting procedures.

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

Elements describe the essential outcomes.

1 Collect records to be destroyed

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Records for destruction are verified and assembled
- 1.2 Confirmation of destruction requirement is sought and obtained
- 1.3 Records are bundled, marked or labelled for destruction in accordance with organisational procedures
- 1.4 Destruction mode is confirmed from workplace documents

- 2 Select destruction mode**
 - 2.1 Records are assembled and made ready for destruction
 - 2.2 Arrangements for records to be destroyed off site are undertaken as required in accordance with workplace procedures
 - 2.3 Suitable controlled or secure environment is selected for handling/storage of documents to be destroyed
- 3 Destroy records**
 - 3.1 Confirmation of actions is obtained
 - 3.2 Bundles of documents are checked for identification
 - 3.3 Selected destruction method is used maintaining security, personal safety and environmental protection
 - 3.4 Shredded and pulped records are collected for recycling
 - 3.5 Electronic recording systems are checked to confirm erasure of required documents
- 4 Document procedures**
 - 4.1 Documentation of completed operations is completed
 - 4.2 Client/s are notified of actions taken
 - 4.3 Workplace records are updated to reflect activities undertaken
 - 4.4 Offsite destruction is confirmed with appropriate personnel

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 TLIP3023A Destroy 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 TLIP3023 Destroy 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 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.

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 destroying 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 destroying records as part of a records management process
- site layout and obstacles
- types of equipment used for destroying records and the precautions and procedures that should be followed in their use
- workplace procedures and policies for destroying 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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