



Australian Government

Department of Education, Employment and Workplace Relations

TLIT107C Capture records into a records keeping system

Release: 1

TLIT107C Capture records into a records keeping system

Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to capture records into a records keeping system in accordance with workplace requirements including identifying records to be captured and registering the identified records.

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to a record management process.

Work is generally performed under some supervision, within a team/group environment. It involves the application of regulatory requirements and workplace procedures to capture records into a records management system in the transport, warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Identify records to be captured	1.1 Material identified and classified for registration is sorted in accordance with records keeping system procedures 1.2 Activity documented by the record is identified from the elements of the record in accordance with organisational procedures 1.3 Area or action officer to which the record needs to go is identified from elements of the record and staff list in accordance with organisational procedures 1.4 Any material which cannot be readily identified is referred to the appropriate authority in accordance with organisational procedures
2 Register the record	2.1 Unique identifier is selected for record in accordance with organisational procedures and records keeping system rules 2.2 Record is registered into records keeping system with title, description, details of record creator, immediate location and any other control information to fulfil the system requirements in accordance with organisational procedures 2.3 Access and security status are recorded in accordance with organisational procedures and records keeping system rules 2.4 Disposal status of the record is recorded in accordance with records keeping system rules and organisational procedures 2.5 Record is forwarded to its appropriate location, which is recorded, in accordance with the system rules and organisational procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Regulations relevant to the capturing of records as part of a records management process

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the capturing of records into a records management system including policies on confidentiality and security of information and records

Focus of operation of work systems, equipment, management and site operating systems for the capturing of records into a records management system

Problems that may occur when capturing records and appropriate action that can be taken to resolve the problems

Operational workflow within a records management system

Types of equipment used in the capturing of records into a records management system and the precautions and procedures that should be followed in their use

Housekeeping standards and procedures required in the workplace

Site layout and obstacles

Required skills:

Communicate effectively with others when capturing records

Read and interpret instructions, procedures and information relevant to the capturing of records

Interpret and follow operational instructions and prioritise work

Complete documentation related to the capturing of records

Operate electronic communication equipment to required protocol

Work collaboratively with others when capturing records

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may occur when capturing

records in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Use a range of information technology devices including computers, radio frequency devices, electronic data exchange systems, etc.

Maintain security and confidentiality of material

Identify, select and efficiently and effectively use equipment for the capturing of records into a records management system

Adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Workplace environment may include movement of:	equipment goods products materials vehicular traffic
Records may include:	a simple records series (single disposal class in disposal authority) a number of simple series; form-based records (e.g. financial or personnel transactions with limited range of activities in the records) action that is either complete or includes sentencing that may be part of the capture process media that is paper-based, electronic or other format
The record capturing process is:	conducted as part of records management activities with the operator using discretion and judgement within established procedures
Operating environment may include:	operating under supervision working as a team effort working solo a sentencing process encompassing review with team procedures ensuring consistency
Hazards in the work area may include:	height and reach implications of storage facilities

dust, chemicals and vapours
stationary and moving equipment, parts and materials
noise, light, energy sources
electrical equipment
humidity, air temperature, radiant heat
pests
debris on floor
faulty racking
poorly stacked records or boxes
faulty equipment

Personal protective equipment may include:

gloves
safety headwear and footwear
safety glasses
protective clothing
high visibility clothing

OH&S requirements include:

manual handling
protective clothing
elimination/control of hazards
machine isolation
machine guarding

Communication in the work area may include:

phone
fax
email/internet
RF systems
electronic data interchange (EDI)
barcode readers
oral, aural or signed communications

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

company procedures
enterprise procedures
organisational procedures
established or standard procedures

Consultative processes may involve:	workplace personnel including supervisors and managers customers/clients suppliers and contractors union representatives industrial relations and OH&S specialists other professional or technical staff
Information/documents may include:	job specifications and workplace operating procedures Australian or international standards pertaining to records management storage specifications and requirements manufacturers specifications for equipment/tools supplier and/or client instructions codes of practice including the National Standards for Manual Handling and the Industry Safety Code relevant regulations including the requirements for confidentiality and security of information award, enterprise bargaining agreement, other industrial arrangements relevant standards and certification requirements emergency procedures quality assurance standards for records management
Applicable regulations and legislation may include:	relevant codes and regulations pertaining to records management relevant Australian Standards relating to records management relevant state/territory OH&S legislation relevant state/territory environmental protection legislation privacy and confidentiality legislation and regulations

freedom of Information regulations
workplace relations regulations including
equal opportunity, equal employment
opportunity and affirmative action legislation
workers compensation regulations

Unit Sector(s)

Not applicable.

Competency Field

T - Records