



Australian Government

Department of Education, Employment and Workplace Relations

TLIT307C Identify and classify records to be captured

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to identify and classify records to be captured in accordance with workplace requirements including identifying records to be captured, classifying records, and registering records.

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to a records 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 identify and classify records to be captured as part of record management processes 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 Incoming material is categorised in accordance with organisational procedures for records which are to be captured 1.2 Storage for records including specific environmental conditions and accessibility requirements are noted and actioned as required 1.3 Activity documented by the record is identified from the elements of the record in accordance with organisational procedures 1.4 Area or action officer to which the record needs to go is identified from elements of the record or its content and staff list, in accordance with organisational procedures 1.5 Incoming material is assessed against organisational checklist to identify what material needs to be captured 1.6 Material which does not need to be registered is dealt with in accordance with organisational procedures 1.7 Where required by organisational procedures, the format/media of the record is modified in accordance with organisational requirements and procedures
2 Classify the record	2.1 The identified transaction/action/activity documented by the record is matched to the organisation's classification scheme 2.2 The full classification of the record is selected in accordance with the system rules and organisational procedures 2.3 The classified record is linked to other records in the system in accordance with the system rules and organisational procedures 2.4 Indexing points (cross-reference terms) are selected for the record in accordance with the system rules

and organisational procedures

3 Register the record

- 3.1 Unique identifier is selected for record in accordance with organisational procedures and record keeping system rules
- 3.2 Record is registered into record 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
- 3.3 Access and security status are determined in accordance with organisational procedures and documented in accordance with record keeping system rules
- 3.4 Disposal status of the record is determined and recorded in accordance with the record keeping system rules and organisational procedures
- 3.5 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 identification and classification of records to be captured as part of a records management process

Relevant OH&S and environmental protection procedures and guidelines

Workplace procedures and policies for the identification and classification of records to be captured including policies on privacy, confidentiality and security of information and records

Focus of operation of work systems, equipment, management and site operating systems for the identification and classification of records to be captured as part of a records management process

Problems that may occur with the identification and classification of records to be captured and appropriate action that can be taken to resolve the problems

Operational workflow within a records management system

Types of equipment used in the identification and classification of records to be captured 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 identifying and classifying records to be captured

Read and interpret instructions, procedures and information relevant to the identification and classification of records to be captured

Interpret and follow operational instructions and prioritise work

Complete documentation related to the identification and classification of records to be captured

Operate electronic communication equipment to required protocol

Work collaboratively with others when identifying and classifying records to be captured

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 identifying and classifying records to be captured 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

Plan own work including predicting consequences and identifying improvements

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

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 and consumables for the identification and classification of records to be captured

Adapt to differences in equipment in accordance with standard operating procedures

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 be:	electronic paper-based microform graphic mainframe or PC-based applications
Storage requirements may include records in various modes such as:	paper-based computer disks and reels CD-ROM microfiche film audio
The record identification and classification process is:	conducted as part of records management activities with the operator using discretion and judgement within established procedures
Access status of records may be:	confidential high security (restricted) open
Records may be registered (captured) into:	current records systems

	archival control systems
	business systems
	storage facilities systems
Storage may be:	centralised or decentralised
	off-line or off-site
	in-house or out-sourced
	commercial storage service or government repository
	CD storage
	imaging systems
	microform
	audio-visual/multimedia formats with special storage requirements (temperature controlled, dust-free, strict air-conditioning specifications)
Hazards in the work area may include:	height and reach implications of storage facilities
	dust and vapours
	stationary and moving equipment, parts and materials
	noise, light, energy sources
	electrical equipment
	humidity, air temperature, radiant heat
	debris on floor
	faulty racking
	poorly stacked records or boxes
	faulty equipment
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
	electronic data interchange (EDI)
	RF systems
	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
Personal protective equipment may include:	gloves
	safety headwear and footwear
	safety glasses
	protective clothing
	high visibility clothing
Information/documents may include:	job specifications and workplace operating procedures
	relevant 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 privacy and confidentiality requirements
	award, enterprise bargaining agreement,

Applicable regulations and legislation may include:

other industrial arrangements
standards and certification requirements
emergency procedures
quality assurance standards for records management
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