



Australian Government

Department of Education, Employment and Workplace Relations

TLIP3022A Undertake movement of records

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to undertake the movement of records in accordance with workplace requirements including selecting records for movement, maintaining control of records, and transferring records as required. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to the movement of records within 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 the movement of records as part of record management processes in the transport, warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Select records for movement	1.1 Reason for the movement is understood and clarified if necessary 1.2 Specific records to be moved are identified from the instructions and supporting documentation, and located 1.3 Records are retrieved from storage location, or flagged in the system, in accordance with workplace procedures, legal requirements, and occupational health and safety procedures
2 Maintain control of records	2.1 Transfer documentation is prepared by recording the unique identifiers of the records to be moved in a form compliant with the workplace rules and procedures for the transfer of custody, ownership and/or responsibility of records 2.2 Records are prepared for movement in accordance with the requirements of their storage medium 2.3 Identifying documentation for records is retained for organisational records and a copy retained with the records themselves during transit 2.4 Where appropriate, transit locations for records to be moved are recorded in the location control system
3 Transfer records	3.1 Method, timeframe and personnel to undertake the movement is determined in accordance with workplace procedures and the records requirements 3.2 The relocation of the records is documented in the location control system and other systems in accordance with organisational procedures 3.3 The movement of the records is completed and documented in accordance with workplace procedures 3.4 Proof of receipt is obtained and forwarded to the appropriate authority (where required)

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 movement of records as part of a records management system
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the movement of records including policies on

REQUIRED KNOWLEDGE AND SKILLS

confidentiality and security of information and records

- Focus of operation of work systems, equipment, management and site operating systems for the movement of records as part of a records management system
- Problems that may occur when moving 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 movement of records 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 moving records
- Read and interpret instructions, procedures, information and signs relevant to the movement of records
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the movement of records
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when moving 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 moving 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
- 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 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 movement of records
- 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

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/or 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 equipment, and
 - 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 activities in an appropriately simulated environment 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.

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| Work may be conducted: | <ul style="list-style-type: none">• in a range of work environments• by day or night |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none">• large, medium or small worksites |
| Workplace environment may include movement of: | <ul style="list-style-type: none">• equipment• goods• products• materials• vehicular traffic |
| Record storage may be: | <ul style="list-style-type: none">• 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 (e.g. temperature controlled, dust-free, strict air-conditioning specifications) |
| The record movement process is conducted as part of: | <ul style="list-style-type: none">• records management activities with the operator using discretion and judgement within established procedures |
| Key aspects of the process may include: | <ul style="list-style-type: none">• request for movement may be written, verbal, computer-generated or system-generated• paper, microform or audio-visual/multimedia records may be boxed for movement• electronic records may be flagged and copied to new database for storage off-line or in new medium |
| Information relating to the transfer may include: | <ul style="list-style-type: none">• locations• dates• titles• destination• originating organisation• approving officer• who undertook the transfer• method to be used |

RANGE STATEMENT

Hazards in the work area may include:	• range of record unique identifiers • 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
Personal protective equipment may include:	• gloves • safety headwear and footwear • safety glasses • two-way radios • high visibility clothing
OH&S requirements include:	• manual handling • protective clothing • elimination/control of hazards • machine isolation and 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
Information/documents may include:	• job specifications and workplace operating procedures • relevant Australian or international standards pertaining to

RANGE STATEMENT

Applicable regulations and legislation may include:	- 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 ADG Code • award, enterprise bargaining agreement, 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
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Unit Sector(s)

Not Applicable

Competency Field

Competency Field	P - Administration and Finance
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