



Self Assessment Checklist

BSBRKG304B - Maintain Business Records

Student Name _____

Evidence Guide

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.

Evidence of the following is essential:

- Complying with organisational procedures and workplace requirements
- Knowledge and understanding of business or records systems
- Accurately recording information

Required Knowledge

Key provisions of relevant legislation from all forms of government, regulations, standards and documentation that may affect aspects of business operations, such as:

- AS 5044.1:2002 AGLS Metadata element set
- AS 5090:2003 Work process analysis for recordkeeping
- AS ISO 15489:2004 Records management
- AS ISO 23081.1:2006 Information and documentation – Records management processes – Metadata for records – Principles
- Australian Stock Exchange (ASX) Principles of Good Corporate Governance
- Ethical principles
- Codes of practice
- Privacy and freedom of information
- Archives and records legislation
- Occupational health and safety

General principles and processes of records management and records management systems, such as:

- Systems of control
- Records continuum theory
- Mandate and ownership of business process
- Environmental context
- Records characteristics

Required Skills

- Communication skills to explain and clarify procedures and to interview users to identify their records/information needs
- Literacy skills to read and interpret nature of records content, functions and problems
- Problem solving and analysis skills to identify and manage records

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The student must address each performance criteria under the element. The student must provide evidence of the performance criteria to be assessed. All evidence supplied must be the student's own and submitted in an original condition.

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
1. Collate business records	1.1 Identify individual records or information which should be incorporated into business or records system according to organisational criteria 1.2 Sort records in accordance with workplace requirements 1.3 Adhere to security and access requirements in accordance with organisational procedures
2. Update business or records system	2.1 Identify and record control information for describing new records to be incorporated into business or records system 2.2 Update control information describing movement or use of records within business or records system 2.3 Accurately records and update control information in business or records system 2.4 Identify and remove records of completed business activities from current system for disposal

Element	Performance Criteria
3. Prepare reports from the business or records system	3.1 Interpret requests for reports and clarify the content and frequency sought, where necessary 3.2 Prepare reports from businesses or records system in accordance with instructions or request 3.3 Prepare reports in accordance with organisational security and access procedures