



## Self Assessment Checklist

### BSBRKG305A – Review recordkeeping functions

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:

- A report which documents the details of recordkeeping functions and processes within a recordkeeping system and which demonstrates understanding of the requirements of good recordkeeping practices
- Knowledge of relevant legislation, regulations and standards

### 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
- Organisational business functions, structure and culture.

### Required Skills

- Literacy skills to review records and recordkeeping frameworks
- Problem solving and analysis skills to interpret records management principles and practices

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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. Research records and recordkeeping systems	1.1 Identify purpose of records and recordkeeping systems 1.2 Define characteristics of records 1.3 Select appropriate recordkeeping system characteristics 1.4 Research theories and principles of recordkeeping
2. Review recordkeeping context	2.1 Define environmental context of records and recordkeeping systems 2.2 Research factors which may influence present or future needs of records or recordkeeping systems 2.3 Identify needs of stakeholders, agents and users of records 2.4 Research theories and principles relating to recordkeeping context
3. Document recordkeeping processes and practices	3.1 Collate, analyse and document recordkeeping processes and practices 3.2 Write report on outcomes of research 3.3 Develop recommendations for future activity