



Self Assessment Checklist

BSBRKG402B - Provide Information From and About 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:

- Identifying records which accurately fulfil requests of users
- Applying access and security rules in the provision of records and information
- Knowledge of relevant legislation, regulation and standards

Required Knowledge

- Construction and use of language in the organisation in relation to recordkeeping (past & present)
- 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
 - Organisational business functions, structure and culture

- Organisational policies, strategies and procedures, particularly those relating to records access and security

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 record content, functions and problems
- Problem solving and analysis skills to identify records and information requested
- Self management skills to accurately record metadata
- Research skills to identify, retrieve and organise information for users

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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. Identify and gather records required	<ul style="list-style-type: none"> 1.1 Identify specific information or search criteria required by user 1.2 Identify range of records likely to contain information required and ascertain their availability using appropriate finding aids and records systems 1.3 Obtain range of records likely to contain information required by user and analyse content 1.4 Track records to record any change in location and use, in accordance with business or records system rules and organisational procedures 1.5 Explain to user any obstacles to obtaining specific records within specified time and agree a timeframes for provision of records
2. Interpret and administer access rules and procedures	<ul style="list-style-type: none"> 2.1 Identify person requesting records/s and confirm access category, in accordance with organisational procedures 2.2 Apply access restriction rules and guidelines to record/s requested to match access category of requester 2.3 Inform requester of their rights to review the decision where access restriction rules and guidelines prevent access

Element	Performance Criteria
3. Provide the required information and/or records	<p>3.1 Prepare requested information/records in appropriate formats and in accordance with organisational procedures and specified time lines</p> <p>3.2 Mask specific records, or portions thereof, in accordance with access rules and organisational procedures</p> <p>3.3 Document records retrieved and used to provide information, in accordance with business or records system operation and organisational procedures</p> <p>3.4 Record new locations provided to user in accordance with system rules and organisational procedures</p> <p>3.5 Deliver record, or recorded information, within specified timeframes</p>