



Self Assessment Checklist

BSBRKG403B - Set up a Business or Records System for a Small Business

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:

- Translating business functions and reporting requirements into a brief that describes the requirements of a business or records system
- Developing a business or records system, including rules and procedures
- Knowledge of organisational functions, structure and culture

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 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
- Internal controls
- Organisational functions, structure and culture

- Organisational policies and strategies
- Organisational technological base

Required Skills

- Communication skills to explain and clarify procedures and to consult with users of a records or business system
- Literacy skills to read and interpret record content, functions and problems
- Problem solving and analysis skills to identify requirements of business or records system

BSBRKG403B – Set up a business or records system for a small business

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. Determine recordkeeping requirements	1.1 Identify and document core business, supporting activities, resources and business and social context using observation and consultation 1.2 Determine security and access requirements for business or records system content from analysis of organisations activities 1.3 Analyse business documentation to determine organisational reporting and accountability requirements 1.4 Identify organisational functions and activities for which record must be kept from analysis of business and content documentation 1.5 Determine nature, detail and format of records (content and metadata) for each organisational function and activity for analysis of the business and its context.

Element	Performance Criteria
<p>2. Devise and appropriate record keeping system</p>	<p>2.1 Determine metadata needed to manage records (store, locate & retrieve) in a business or records system</p> <p>2.2 Select scale and number of business records systems appropriate to scale and nature of business operations</p> <p>2.3 Select technological requirements of business or records systems appropriate to scale and nature of business operations</p> <p>2.4 Select cost structure for business or records systems appropriate to the scale, nature and organisational cash flow requirements</p> <p>2.5 Ensure maintenance, disposal and updating requirements of business or records system conform to scale, nature and culture of the organisation</p> <p>2.6 Select business or records system suited to projected growth of the organisation</p>
<p>3. Develop business rules and procedures to support operations</p>	<p>3.1 Develop rules for incorporating individual records and information (records capture) into the business or records system</p> <p>3.2 Develop rules for deciding and recording retention periods and appropriate disposal actions for records</p> <p>3.3 Develop and document procedures for the use of the system</p> <p>3.4 Provide system users with training or instructions in the use of the business or records system in line with the culture and scale of the organisation</p>