



## Self Assessment Checklist

### BSBRKG404A - Monitor and Maintain Records in an Online Environment

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:

- Monitoring and usage of online business or records system
- Monitoring application of system procedures
- Managing records as they are created, updated, migrated or disposed of

### Required Knowledge

Overview knowledge of key provisions of relevant legislation, regulations, standards and documentation that may affect relevant aspects of business operations, such as;

- AS ISO 15489:2004 Records Management
- AS 5044 AGLS Metadata element set
- AS ISO 23081.1:2006 Information and documentation – Records Management processes – Metadata for records – Principles
- AS 5090:2003 Work process analysis for recordkeeping
- 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 systems, including but not limited to;

- Systems of control
- Records continuum theory
- Mandate and ownership of business process
- Online recordkeeping environment including location and nature of transactions

## **Required Skills**

- Communication skills to identify organisational requirements for recordkeeping in an online environment
- Technology skills to address online access and security issues
- Literacy skills to read and interpret records content, functions and problems
- Problem solving and analysis skills to identify requirements of business or records system
- Culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities

## BSBRKG404A – Monitor and maintain records in an online environment

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.
<b>1. Confirm requirements for recordkeeping in an online environment</b>	<ul style="list-style-type: none"> <li>1.1 Identify and confirm system procedures for capturing and managing records</li> <li>1.2 Identify and verify organisational and risk management requirements for classifying and storing online information</li> <li>1.3 Identify legal, business, financial, socio-historical and security requirements for recording online business transactions</li> <li>1.4 Prepare an organisational checklist in accordance with organisational requirements for use in assessing which electronic information should be captured, for how long and in what format</li> </ul>
<b>2. Identify and assess records for storage</b>	<ul style="list-style-type: none"> <li>2.1 Categorise incoming and outgoing information in terms of key activities and responsible personnel</li> <li>2.2 Assess information against the organisational checklist and records identified for capture</li> <li>2.3 Dispose of information not to be stored in accordance with organisational procedures</li> <li>2.4 Determine storage methods and media in accordance with retention requirements</li> </ul>

Element	Performance Criteria
<p><b>3. Monitor and maintain business records in an online environment</b></p>	<p>3.1 Classify, sentence and link records with other records in the system in accordance with system rules and organisational procedures</p> <p>3.2 Assign unique identifiers and register records into the recordkeeping system in accordance with system rules and organisational procedures</p> <p>3.3 Determine access and security status and disposal requirements of records in accordance with organisational procedures</p> <p>3.4 Store records on required media in accordance with organisational and records retention requirements</p> <p>3.5 Carry out migration of records from one medium to another in accordance with organisational procedures</p> <p>3.6 Action and records archiving for disposal of records in accordance with disposal schedule and organisational procedures</p> <p>3.7 Maintain records in a usable and accessible form in accordance with security conditions and legislative requirements</p>