Assessment Requirements for BSBINS409 Maintain and monitor digital information and records

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage record creation, migration and disposal processes digitally on at least three occasions.

In the course of the above, the candidate must:

- monitor usage of digital information management system
- monitor application of system procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key principles and processes of digital records management and digital records management systems
- organisational policies and procedures for capturing records in networked systems
- methods of disposal and archiving
- risk management requirements for classifying and storing networked information.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- legislation, regulations, standards and codes relevant to records management
- workplace documentation and resources
- storage methods and storage media.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

PwC's Skills for Australia