



CATAPULT

BSBRKG305

Review recordkeeping functions

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/BSBRKG305/>

Trainer/assessor guide

BSBRKG305

Review recordkeeping functions

Welcome to this unit of study

This unit describes the skills and knowledge required to undertake research that supports work across a wide range of recordkeeping functions.

It applies to individuals who use a range of analytical and documenting techniques to perform their work and support effective recordkeeping and governance practices across the organisation.

This unit is based on the 'Statement of Knowledge for Recordkeeping Professionals' jointly produced by the Australian Society of Archivists Inc. (ASA) and Records and Information Management Professionals Australasia (RIM Professionals Australasia).

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Research records and recordkeeping systems	5
Purpose of records and recordkeeping systems	5
Characteristics of records.....	10
Select appropriate recordkeeping system characteristics	13
Check your understanding	17
Topic 2: Review recordkeeping context.....	19
Environmental context of records.....	19
Present or future needs of records	23
Identify needs.....	28
Research theories and principles	30
Check your understanding	35
Topic 3: Document recordkeeping processes and practices	37
Document recordkeeping.....	37
Report on outcomes.....	41
Recommendations.....	46
Check your understanding	49
Assessment workbook.....	51
Unit information	53
What is competency-based assessment?.....	54
How will my competency be assessed?.....	55
Assessment agreement.....	56
Foundation skills checklist.....	57
Skills recognition.....	58
Topic 1: Research records and recordkeeping systems	59
Topic 2: Review recordkeeping context.....	60
Topic 3: Document recordkeeping processes and practices	61
Knowledge questions	62
Topic 1: Research records and recordkeeping systems	63
Topic 2: Review recordkeeping context.....	70
Topic 3: Document recordkeeping processes and practices	77
Topic 4: Specific knowledge evidence	80
Performance tasks.....	81
Third party evidence collection agreement	82
Topic 1: Research records and recordkeeping systems	83
Topic 2: Review recordkeeping context.....	84
Topic 3: Document recordkeeping processes and practices	85
Completion record.....	86
Unit mapping and assessment checklist	87
Trainer/ assessor user instructions.....	88

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Research records and recordkeeping systems
- » Review recordkeeping context
- » Document recordkeeping processes and practices

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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