



CATAPULT

BSBRKG401

Review the status of a record

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBRKG401.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBRKG401/>

Trainer/assessor guide

BSBRKG401

Review the status of a record

Welcome to this unit of study

This unit describes the skills and knowledge required to review and document the changing context and status of records identified as having temporary or ongoing value, and requiring conditions for access.

It applies to individuals who follow business records system guidelines and processes to assist them to make informed judgments on the status and classification of records. They work under supervision or in consultation with more senior staff or system users.

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: Identify classes of records justifying review	5
Compiling and reviewing a list of criteria for review	5
Applying records in the subject jurisdiction criteria	10
Identifying and documenting the records that meet the criteria	13
Check your understanding	15
Topic 2: Review disposal authority and access conditions.....	17
Identifying disposal authority and disposal class references	17
Access and security conditions	19
Records without disposal authority or access restriction.....	23
Assembling appraisal reports and access conditions	25
Making comparisons and recommending changes	27
Check your understanding	31
Topic 3: Prepare new appraisal reports	33
Preparing new appraisal reports	33
Making new interpretations of existing access criteria.....	38
Distributing new appraisals and accessing interpretations	42
Check your understanding	45
Topic 4: Implement recommendations and re-interpretations	47
Preparing methodology for implementation	47
Assembling resources	49
Revised disposal authorities and access conditions	50
Documenting progress and recording issues or implications	52
Documenting implementation processes and outcomes	53
Check your understanding	55
References.....	57
Assessment workbook	59
Unit information	61
What is competency-based assessment?.....	62
How will my competency be assessed?.....	63
Assessment agreement.....	64
Foundation skills checklist.....	65
Skills recognition.....	66
Topic 1: Identify classes of records justifying review	67
Topic 2: Review disposal authority and access conditions.....	68
Topic 3: Prepare new appraisal reports	69
Topic 4: Implement recommendations and re-interpretations	70

Knowledge questions	71
Topic 1: Identify classes of records justifying review	72
Topic 2: Review disposal authority and access conditions.....	78
Topic 3: Prepare new appraisal reports	86
Topic 4: Implement recommendations and re-interpretations	92
Topic 5: Specific knowledge evidence.....	98
Performance tasks	104
Third party evidence collection agreement	105
Topic 1: Identify classes of records justifying review	106
Topic 2: Review disposal authority and access conditions.....	107
Topic 3: Prepare new appraisal reports	109
Topic 4: Implement recommendations and re-interpretations	110
Completion record	113
Unit mapping and assessment checklist	114
Trainer/ assessor user instructions	116

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify classes of records justifying review
- » Review disposal authority and access conditions
- » Prepare new appraisal reports
- » Implement recommendations and re-interpretations

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
