

[<< Return to Main Page](#)

## Learning Outcome

Apply records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.

## Assessment Method

Work Based Assessment	Narrative Reflective Statements	Certificates	Validation Letter	Projects	Oral Questioning Interviews	Simulations Demos Products
	X	X	X	X		X

Performance Criteria	Assessment Criteria			Comments
	Developing	Competent	Exemplary	
<p>Information is classified and stored promptly, in correct location and sequence.</p> <p>Systems are established and procedures followed in which information is easily and accurately located.</p>	<p>Indexing and classification rules are not followed.</p> <p>Documents are stored in inappropriate conditions or locations.</p> <p>Unnecessary delays occur in the location of information.</p> <p>Electronic files are stored randomly or all in one folder.</p>	<p>Some assistance may be required with records and file management.</p> <p>Documents, files, and other resources are stored suitably for safety and for speedy location.</p> <p>Documents are filed in accordance with the organization's system and procedures.</p> <p>New files are created using indexing and classification rules correctly.</p> <p>Electronic files are maintained in an appropriate file/folder structure.</p>	<p>Clear evidence that the applicant is able to set up and maintain a highly efficient records management system with little or no assistance.</p> <p>System is adapted and upgraded to incorporate the use of modern equipment for increased efficiency.</p> <p>Electronic filing systems match paper-based systems for efficiency.</p> <p>Filenames are used in documents footers to facilitate location.</p>	