UNIT CODE	**PSPGEN014**
UNIT TITLE	**Organise workplace information**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to organise information in the workplace.
	This unit applies to those working in an environment where they are required to manage information as part of their role.
	They work as part of a team or independently where support is available for more complex situations performing routine tasks in a range of familiar and unfamiliar contexts.
	The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.
	No occupational licensing, certification or specific legislative or certificate requirements apply to this unit at the time of publication.
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	General
UNIT SECTOR	

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Collect and assess information	1.1 Gather and record information within specified timeframes. 1.2 Check information for accuracy. 1.3 Apply confidentiality and privacy procedures.

2. Organise and provide information	2.1 Store and organise information and materials.
	2.2 Maintain accurate, up-to-date records according to organisational procedures.
	2.3 Organise information following security procedures for access by relevant staff.
	2.4 Sort, distribute and communicate incoming information and materials within the area of responsibility and within appropriate timeframes.

FOUNDATION SKILLS	
Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.	
Reading skills to:	■ collect and read familiar and sometimes unfamiliar documents to determine how information should be processed.
Numeracy skills to:	■ understand and use numerical systems associated with information storage systems.
Initiative and enterprise skills to:	■ seek clarification from supervisor when unsure of how to process incoming communications.
Technology skills to:	■ use main features and functions of digital tools and software to maintain workplace information according to organisational procedures.
UNIT MAPPING INFORMATION	Release1. This unit supersedes and is equivalent to PSPGEN014 Organise workplace information.
LINKS	Companion Volume Implementation Guide

TITLE	**Assessment Requirements for PSPGEN014 Organise workplace information**
PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion for each of the following: ■ establish and maintain filing systems ■ apply computer technology to data storage, security, retrieval and presentation ■ undertake basic statistical and numerical manipulation ■ communicate with relevant stakeholders to obtain and check workplace information to resolve or refer problems as required.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:
	■ access to legislation related to the workplace, including work health and safety and environment ■ policies, procedures and guidelines relating to information handling in the public sector or similar work environment, including confidentiality, privacy, security and freedom of information ■ organisational information handling and storage procedures ■ electronic and manual filing systems ■ features and functions of technology required to store and organise information.

ASSESSMENT CONDITIONS	Skills must be demonstrated at least once in either: ■ a workplace environment or ■ a simulated environment. Simulated assessment environments must simulate the real-life working environment where the skills and knowledge within this unit would be utilised, with all the relevant equipment and resources of that working environment. Assessment must ensure access to: ■ legislation, policy, procedures and protocols relating to information in the organisation. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide