UNIT CODE	PSPGEN006
UNIT TITLE	**Handle workplace information**
APPLICATION	This unit describes the performance outcomes, skills and knowledge required to handle incoming and outgoing workplace information.
	This unit applies to those working in generalist and specialist roles within the public sector, under supervision in teams or autonomously, performing routine tasks in a familiar context.
	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 analyse workplace information	1.1 Collect and analyse required information under direction. 1.2 Check and record routine information in accordance with organisational policies and procedures. 1.3 Maintain data systems to ensure records are accurate and up to date. 1.4 Access and search internal data storage systems. 1.5 Apply organisational security and confidentiality procedures to information handling.
2. Process workplace information	2.1 Sort and distribute incoming information in accordance with organisational policies and procedures. 2.2 Identify and communicate problems in processing routine information to relevant staff. 2.3 Establish and maintain information storage and filing systems.

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:	■ process routine and familiar information ■ locate data in storage systems.
Planning and organising skills to:	■ plan and implements routine tasks and workload, following instructions to set priorities.
Self management skills to:	■ understands own role and associated responsibilities for task completion in compliance with organisational policies and procedures.
UNIT MAPPING INFORMATION	Release 1. This unit supersedes and is equivalent to PSPGEN006 Handle workplace information.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for PSPGEN006 Handle 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: ■ handle files ■ handle mail ■ apply information security requirements ■ apply computer technology to data storage, retrieval, and presentation ■ convert one information type to another ■ apply basic statistical and numerical manipulation ■ use problem solving and refer problems as required ■ communicate with colleagues and supervisors.

| KNOWLEDGE EVIDENCE | Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

■ access to public sector legislation including work health and safety and environment
■ policies, procedures, and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information
■ organisational procedures for handling information
■ electronic and manual filing systems
■ databases and data storage systems. |

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: - samples of information - a workplace record keeping system. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide