

<b>Domain</b>	<b>OFFICE ADMINISTRATION</b>	<b>Unit ID: 95</b>
<b>Title:</b>	<b>File and retrieve documents in office environment</b>	
<b>Level: 1</b>		<b>Credits: 5</b>

### Purpose

This unit standard specifies the competencies required to file and retrieve documents in an office environment. It includes filing documents and identifying and retrieving documents. This unit standard is intended for those who work in an office environment.

### Special Notes

1. Entry information  
Prerequisite
  - Unit 90- *Follow workplace safety procedures in an office environment* or demonstrated equivalent knowledge and skills.
2. To demonstrate competence, at a minimum, evidence is required of filing, identifying and retrieving five different documents.
3. Assessment activities may be performed at a workplace, a simulated real workplace or an appropriate simulated environment in which administrative operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
5. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 6, 1992
  - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

### Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: File documents**

#### **Performance Criteria**

- 1.1 Documents are classified and sorted to maintain the integrity of the filing system.
- 1.2 Documents are indexed and filed in correct location and sequence.

### **Element 2: Identify and retrieve documents**

#### **Performance Criteria**

- 2.1 Files are identified.
- 2.2 Specified files are located within the designated timelines.
- 2.3 File movements are recorded in line with organisational requirements.
- 2.4 Located files are retrieved from filing system and dispatched to the nominated person.
- 2.5 Security and confidentiality procedures are followed.

## **Registration Data**

<b>Subfield:</b>	Business Services
<b>Date first registered:</b>	28 September 2006
<b>Date this version registered:</b>	28 September 2006
<b>Anticipated review:</b>	2011
<b>Body responsible for review:</b>	Namibia Training Authority