

	Unit ID: 106
Domain	OFFICE ADMINISTRATION
Title:	Access and secure records as part of office procedures
Level: 2	Credits: 4

Purpose

This unit standard specifies the competencies required to access and secure records as part of office procedures. It includes updating and modifying existing files and removing inactive and outdated files. It is intended for people 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 updating files on a regular basis, recording and indexing of new files and archiving of files.
3. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic 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.

Elements and Performance Criteria

Element 1: Update and modify existing files

Performance Criteria

- 1.1 Files are kept accurate and up to date.
- 1.2 Documents are filed in line with organisational requirements.
- 1.3 New files are recorded and indexed.

Element 2: Remove inactive and outdated files

Range

Inactive files may be files containing information that is not currently in use but may be needed in the future.

Outdated files may be files that must be kept for a specific period or files that may be kept for historical or research purposes.

Performance Criteria

- 2.1 Inactive and outdated files are identified and removed.
- 2.2 Movement of documents are recorded in line with organisational requirements.
- 2.3 Outdated files are archived in line with organisational requirements.

Registration Data

Subfield:	Business Services
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Anticipated review:	2011
Body responsible for review:	Namibia Training Authority