	Unit ID: 128
Domain	**OFFICE ADMINISTRATION**
Title:	**Supervise an established office record system**
Level: 4	Credits: 5

Purpose

This unit standard specifies the competencies required to supervise an established office record system. It includes supervising of an existing file system, maintaining security of a filing system and reviewing of current records management system. This unit standard 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   To demonstrate competence, at a minimum, the candidate must be able to create new files, remove files that are outdated and maintaining the organisation's filing system.

3.   Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which office administration operations are carried out.

4.   Office equipment may include, but are not limited to correspondence, file registers, computerized file database and a card index system.

5.   Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.

6.   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: Supervise an existing filing system

Performance Criteria

1.1   New documents are referred to respective category.

1.2   Issue and return of documents are monitored according to organisational requirements.

1.3   Documents are removed or archived according to organisational requirements.

Element 2: Maintain security of filing system

Performance Criteria

2.1   Confidential files are kept separate from general files.

2.2   Security system is monitored to ensure files are traceable at all times.

Element 3: Review current records management system

Performance Criteria

3.1   Options and costs associated with improvements to the current record systems are examined in line with organisational requirements.

3.2   Recommendations for improvements to current record system are made in line with organisational requirements.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
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Anticipated review:	2011
Body responsible for review:	Namibia Training Authority