

Modification history

Release	Comments
Release 1	This version released with SFI Seafood Industry Training Package Version 1.0.

SFICPL318	Perform administrative duties
Application	<p>This unit of competency describes the skills and knowledge required to perform a range of administrative functions for a fisheries compliance agency.</p> <p>The unit applies to individuals who prepare, submit and assess documentation pertaining to organisational needs, licensing and regulatory requirements.</p> <p>All work must be carried out to comply with workplace procedures, according to state/territory health and safety and environmental regulations, legislation and standards that apply to the workplace.</p> <p>No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
Prerequisite Unit	Nil
Unit Sector	Compliance (CPL)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage administrative tasks, correspondence and records	1.1 Assess, prioritise and execute administrative tasks to ensure effective operations 1.2 Complete correspondence and records accurately and in a timely manner 1.3 Maintain correspondence and departmental reports and forms securely 1.4 Record movement of correspondence and records 1.5 Submit and store correspondence and records
2. Maintain notes and records of duties performed	2.1 Complete notes and records of duties 2.2 Ensure notes are current and accurately maintained
3. Complete and submit departmental reports and forms	3.1 Complete documentation according to organisational requirements, laws and regulations 3.2 Ensure content of forms and reports is accurate and complete, legible, understandable and in the correct format 3.3 Submit documentation within the required timeframe
4. Prepare, submit and or assess documentation for the issue of licences and regulatory authorisations	4.1 Ensure procedures for preparation and assessment for licences and regulatory authorisations are correct 4.2 Carry out document assessment procedures and applicant security checks 4.3 Ensure appropriate licence authority is correctly issued and details recorded

Foundation Skills	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
Skill	Description
Reading	<ul style="list-style-type: none"> Interpret applications and related documentation
Navigate the world of work	<ul style="list-style-type: none"> Interpret and apply workplace requirements and seek clarification or other assistance when required
Interact with others	<ul style="list-style-type: none"> Use appropriate vocabulary, conventions and protocols, including technical language relevant to role Use questioning to confirm and clarify understanding or seek further information Cooperate and collaborate with others to undertake and complete administrative activities
Get the work done	<ul style="list-style-type: none"> Plan, organise and prioritise own work activities and resources Access databases to check applicant details/history Use information and communication technology to perform administrative duties

Unit Mapping Information			
Code and title current version	Code and title previous version	Comments	Equivalence status
SFICPL318 Perform administrative duties	SFICOMP318A Perform administrative duties	Updated to meet Standards for Training Packages. Element 5 removed.	Equivalent unit

Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273
--------------	---

TITLE	Assessment requirements for SFICPL318 Perform administrative duties
Performance Evidence	
<p>An individual demonstrating competency must satisfy all the elements and performance criteria of this unit. There must be evidence that the individual has carried out administrative duties on at least one occasion, including:</p> <ul style="list-style-type: none"> • prioritising and organising administrative tasks • submitting and assessing documentation according to organisational requirements, laws and regulations • completing and storing forms, reports and records. 	
Knowledge Evidence	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> • procedures for managing administrative tasks and maintaining a record of duties performed • jurisdictional laws, by-laws and regulations relating to the preparation of documentation • issuing of licences and requirements of relevant authorities • various types of departmental and licensing system documents, proformas and logs and the preparation and assessment requirements for each. 	
Assessment Conditions	
<p>Assessment of this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> • physical conditions: <ul style="list-style-type: none"> • skills must be demonstrated in a fisheries compliance agency setting or an environment that accurately represents workplace conditions • resources, equipment and materials: <ul style="list-style-type: none"> • access to appropriate departmental proformas, licence applications, property books and storage systems • computer with access to information databases to enable applicant suitability checks • specifications: <ul style="list-style-type: none"> • access to relevant laws and regulations relating to the preparation of documentation. <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
Links	Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=e31d8c6b-1608-4d77-9f71-9ee749456273