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|  |  | **Unit ID: 128** |
| **Domain** |  | **OFFICE ADMINISTRATION** |
| **Title:** |  | **Create and maintain a filing system in an office environment** |
| **Level: 4** |  | **Credits: 5** |

# Purpose

This unit standard is intended for those whoCreate and maintain a filing system in an office environment. People credited with this unit standard are able to create, monitor and update a filing system; maintain security of filing system; and review current records management system.

This unit standard is intended for people who carry out administrative functions in an office environment.

# Special Notes

1. Entry information

Prerequisite:

* + Unit 1157 *- Demonstrate basic knowledge of workplace health and safety*
  + Unit 95 – *File and retrieve documents in an office environment* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, the candidate must be able to create new files, remove files that are outdated and maintaining the organisation’s filing system.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

1. The conduct of training and assessment activities related to this unit standard is recommended to take place in conjunction with other relevant, practical unit standards in this Subfield.

1. Glossary

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

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

1. Regulations and legislation relevant to this unit standard include the following:
   * Labour Act, No. 11, 2007
   * Occupational Health and Safety Regulations, 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 who 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 on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com](http://www.nta.com).na

# Elements and Performance Criteria

**Element 1: Create, monitor and update a filing system**

**Range**

Filing system maybe be manual and electronic**.**

## Performance Criteria

* 1. Filing system is created as per organizational needs.
  2. A classification system is created, and documents are filed accordingly.
  3. Issuing and returning documents are recorded and monitored according to organizational requirements.
  4. Filling monitoring systems are established for security and confidentiality measures.
  5. Documents are destroyed or archived according to organisational requirements.

**Element 2: Maintain security of filing system**

## Performance Criteria

2.1 Security and confidentiality procedures are maintained.

2.2 Backup system is monitored and maintained according to organizational requirements.

2.3 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

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| **Subfield:** | Business Services |
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| **Date first registered:** | 28 September 2006 |
| **Date this version registered:** | 28 March 2018 |
| **Anticipated review:** | 2023 |
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| **Body responsible for review:** | Namibia Training Authority |

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