

MODULE 1

LIBRARY AND INFORMATION SCIENCE

LIS/OS/LIA/CR/03/5/MA

MAINTAIN ORGANIZATIONAL RECORDS

SEPTEMBER – NOVEMBER 2025



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO THE CANDIDATE:

1. This unit of competence shall be assessed in two phases.
2. Each assessment session has the duration included in brackets
3. The second phase of the assessment shall include a practical session and an oral assessment session.
4. The assessor will take photos and videos as you perform the tasks at critical points during the assessment.
5. Ensure all required resources for the assessment have been provided before beginning the assessment.

PRACTICAL ASSESSMENT 1 (4 HOURS): PLAN AND ORGANIZE WORKPLACE ACTIVITIES & COMPILE ORGANIZATIONAL RECORDS

Elements Covered

- Plan and organize workplace activities
- Compile organizational records

Scenario

You have been appointed as a Records Clerk at *Mwervevu Training Institute*. The principal has assigned you to organize departmental records for the new semester. Currently, there are staff files, student files, circulars, and memos that need to be properly scheduled, documented, and organized. You are provided with file folders, registers, labels, and the institution's filing policy manual. Your role is to ensure that all records are compiled, categorized, and scheduled in line with the organization's record-keeping procedures.

Tasks

1. Develop a simple work schedule for organizing departmental records within the given timeline.
2. Establish clear goals for the record organization project according to institutional policies.
3. List and document the available information resources in the institution (e.g., student records, staff files, memos, circulars).
4. Prepare and update movement registers for borrowed files.
5. Categorize and document records according to the work procedures (e.g., active, inactive, confidential).
6. Mobilize and allocate resources (files, labels, storage cabinets) to ensure smooth organization.
7. Monitor and check the accuracy of compiled records against institution requirements.

PRACTICAL ASSESSMENT 2 (4 HOURS): CIRCULATE RECORDS FOR ACTION & UPDATE RECORD-KEEPING SYSTEM

Elements Covered

- Circulate records for action
- Update records keeping system

Scenario

You have been appointed as a Records Officer at Uhuru Institute of Technology. Different departments within the institution frequently request access to records for decision-making and operational purposes. Today, you have received requests from the Accounts Department for student tuition fee records and from the Human Resource Department for staff personnel files. Your duty is to locate the required files, circulate them to the appropriate officers, and later update the filing system once the files are returned. You are provided with request forms, a file movement register, an action officer desk, file labels, and a disposal list template.

Tasks

1. Locate the requested files as per departmental requirements.
2. Retrieve the records in line with the institution's file handling procedures.
3. Transfer the records to the action officers (Accounts and HR) following proper work procedure.
4. Document all record actions (movement, use, and return) according to organizational requirements.
5. Receive newly created or updated records from the action officers and file them appropriately.
6. Assign and update labels on files for easy identification and retrieval.
7. Compile a disposal list for outdated, inactive, or irrelevant records.
8. Organize and maintain the record-keeping system to ensure efficiency, security, and ease of access.