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# Certificate III in Recordkeeping BSB30807

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## Description

This qualification reflects the role of individuals who apply some understanding of relevant theoretical knowledge relating to recordkeeping functions in the workplace. While it may apply to individuals whose sole workplace function is recordkeeping, it will also apply to administrative, human resources or other staff within an organisation for whom recordkeeping is one of many duties for which they hold responsibility. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Administration Officer; Assistant Records Clerk; Assistant Registry Officer.



## Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s OR
- with vocational experience in a range of environments providing administrative or operational support to business or records systems without a formal business qualification

After achieving the BSB30807 Certificate III in Recordkeeping, candidates may undertake the BSB41707 Certificate IV in Recordkeeping, a qualification that provides a pathway for those wishing to develop more specialised technical or theoretical recordkeeping skills or a range of other relevant Certificate IV qualifications.

## Qualification Rules

5 Core Units + 7 Elective Units = 12 Units

## Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

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### 5 Core Units:

BSBRKG301B	Control records
BSBRKG302B	Undertake disposal
BSBRKG303B	Retrieve information from records
BSBRKG304B	Maintain business records
BSBRKG305A	Review recordkeeping functions

**The 7 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit may be selected** from either a Certificate II or Certificate IV qualification.

### Customer Service

BSBCUS301A Deliver and monitor a service to customers

### Diversity

BSBDIV301A Work effectively with diversity

### Financial Administration

BSBFIA301A Maintain financial records

### General Administration

BSBADM311A Maintain business resources

### Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

**Innovation**

BSBINN201A Contribute to workplace innovation

**Interpersonal Communication**

BSBCMM301A Process customer complaints

**IT Use**

BSBITU301A Create and use databases  
BSBITU302B Create electronic presentations  
BSBITU303A Design and produce text documents  
BSBITU304A Produce spreadsheets  
BSBITU305A Conduct online transactions  
BSBITU306A Design and produce business documents  
BSBITU309A Produce desktop published documents

**Product Skills and Advice**

BSBPRO301A Recommend products and services

**Sustainability**

BSBSUS301A Implement and monitor environmentally sustainable work practices

**Workplace Effectiveness**

BSBWOR301A Organise personal work priorities and development  
BSBWOR302A Work effectively as an off-site worker

**Writing**

BSBWRT301A Write simple documents