
Certificate III in Recordkeeping BSB30807

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.

5 Core Units:

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

7 Elective Units

BSBADM311A	Maintain business resources
BSBCMM301A	Process customer complaints
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBINM303A	Handle receipt and despatch of information
BSBINN201A	Contribute to workplace innovation

BSBITU301A	Create and use databases
BSBITU302A	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
BSBPRO301A	Recommend products and services
BSBSUS301A	Implementg and monitor environmentally sustainable work practices
BSBWOR301A	Organise personal work priorities and developments
BSBWOR302A	Work effectively as an off-site worker
BSBWRT301A	Write simple documents

The 7 elective units may be selected from the elective units listed above, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above, a maximum of 1 unit may be selected from either a Certificate II qualification or from a Certificate IV qualification.