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# Certificate IV in Recordkeeping BSB41707

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## Description

This qualification reflects the role of individuals who apply well-developed recordkeeping skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others and have limited responsibility for output of others.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Medical Records Officer; Records and Information Officer; Records and Information Clerk.



## Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Candidates may enter into the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- after achieving the BSB30807 Certificate III in Recordkeeping or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB30807 Certificate III in Recordkeeping or other relevant qualification/s OR
- with some vocational experience in recordkeeping but without a formal qualification.

After achieving the BSB41707 Certificate IV in Recordkeeping, candidates may undertake the BSB51707 Diploma of Recordkeeping, a qualification for those wishing to develop specialised technical or theoretical management skills, or a range of other Diploma qualifications.

## Qualification Rules

4 Core Unit + 6 Elective Units = 10 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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### 4 Core Units:

BSBRKG401B	Review the status of a record
BSBRKG402B	Provide information from and about records
BSBRKG403B	Set up a business or records system for a small office
BSBRKG404A	Monitor and maintain records in an online environment

**Choose 6 Elective units from the list below**, or the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above 1 unit may be selected from a Certificate III qualification or from a Diploma qualification:

BSBADM409A	Coordinate business resources
BSBCMM401A	Make a presentation
BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBEJU401A	Review and maintain a website
BSBFIA402A	Report on financial activity
BSBINN301A	Promote innovation in a team environment
BSBITS401A	Maintain business technology
BSBLED401A	Develop team and individuals
BSBMED401B	Maintain patient recordkeeping system
BSBMKG413A	Promote products and services

BSBMKG414A	Undertake marketing activities
BSBOHS407A	Monitor a safe workplace
BSBPMG510A	Manage projects
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRSK401A	Identify risk and apply risk management processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWOR402A	Promote team effectiveness
BSBWRT401A	Write complex documents