

# Qualification details



## BSB60807 - Advanced Diploma of Recordkeeping

### Summary

Releases:	Release	Status	Release date
	3	Current	2012/12/18
	2	Replaced	2011/11/28
	1	Replaced	2009/03/10

Usage recommendation: **Superseded**

Mapping:	Mapping	Notes	Date
	Is superseded by and equivalent to BSB60815 - Advanced Diploma of Recordkeeping	Updated to meet Standards for Training Packages	2015/03/25

### Training packages that include this qualification

Code	Title	Release
BSB07	Business Services Training Package	7.0 - 9.0

### Units of competency

Code	Title	Essential
BSBCOM603C	Plan and establish compliance management systems	Elective
BSBDIV601A	Develop and implement diversity policy	Elective
BSBFIM601A	Manage finances	Elective
BSBINM601A	Manage knowledge and information	Elective
BSBINN502A	Build and sustain an innovative work environment	Elective
BSBINN601B	Manage organisational change	Elective
BSBMGT605B	Provide leadership across the organisation	Elective
BSBMGT608C	Manage innovation and continuous improvement	Elective
BSBMGT615A	Contribute to organisation development	Elective
BSBMGT616A	Develop and implement strategic plans	Elective
BSBMGT617A	Develop and implement a business plan	Elective
BSBRKG601B	Define recordkeeping framework	Elective
BSBRKG603B	Prepare a functional analysis for an organisation	Elective
BSBRKG604B	Determine security and access rules and procedures	Elective
BSBRKG605B	Determine records requirements to document a function	Elective
BSBRKG606B	Design a records retention and disposal schedule	Elective
BSBRKG607B	Document and monitor the record creating context	Elective
BSBRKG608B	Plan management of records over time	Elective
BSBRSK501B	Manage risk	Elective
BSBSUS501A	Develop workplace policy and procedures for sustainability	Elective
BSBWHS605A	Develop, implement and maintain WHS management systems	Elective

Code		Title	Essential
PSPGOV602B		Establish and maintain strategic networks	Elective
PSPPROC607A		Manage strategic contracts	Elective

## Classifications

Scheme	Code	Name
ANZSCO Identifier	224214	Records Manager
ASCED Qualification/Course Field of Education Identifier	0801	Accounting
ASCO (occupation type) Identifier	2299-13	Records Manager
Qualification/Course Level of Education Identifier	411	Advanced Diploma
Taxonomy - Industry Sector	N/A	Recordkeeping, Business Administration, Ancillary Health Services
Taxonomy - Occupation	N/A	Medical Records Consultant, Records Consultant, Records Manager, Senior Archivist, Information Services Manager

## Classifications history

Scheme	Code	Name	Start date	End date
Qualification/Course Level of Education Identifier	411	Advanced Diploma	2009/03/10	
ANZSCO Identifier	224214	Records Manager	2008/09/03	
ASCO (occupation type) Identifier	2299-13	Records Manager	2008/09/03	
ASCED Qualification/Course Field of Education Identifier	0801	Accounting	2008/09/03	