



Australian Government

BSB30815 Certificate III in Recordkeeping

Release 1

BSB30815 Certificate III in Recordkeeping

Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

Qualification 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 people working in administration and human resources management.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

5 core units plus

7 elective units, of which:

- 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.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBRKG301 Control records
BSBRKG302 Undertake disposal
BSBRKG303 Retrieve information from records
BSBRKG304 Maintain business records
BSBRKG305 Review recordkeeping functions

Elective Units

BSBADM311 Maintain business resources
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity
BSBFIA301 Maintain financial records
BSBINM301 Organise workplace information
BSBINM302 Utilise a knowledge management system
BSBINN201 Contribute to workplace innovation
BSBITU301 Create and use databases
BSBITU302 Create electronic presentations
BSBITU303 Design and produce text documents
BSBITU304 Produce spreadsheets
BSBITU305 Conduct online transactions
BSBITU306 Design and produce business documents
BSBITU309 Produce desktop published documents
BSBPRO301 Recommend products and services
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWOR301 Organise personal work priorities and development
BSBWOR302 Work effectively as an off-site worker
BSBWRT301 Write simple documents

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB30815 Certificate III in Recordkeeping	BSB30807 Certificate III in Recordkeeping	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes