



Australian Government

BSB41715 Certificate IV in Recordkeeping

Release 2

BSB41715 Certificate IV in Recordkeeping

Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Qualification Description

This qualification is suitable for those working as records and information officers in a broad range of contexts. Individuals in these roles apply well-developed recordkeeping skills and a broad knowledge base. They may use problem-solving skills, analyse information and provide guidance for others in the workplace.

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 = 10

4 core units plus

6 elective units, of which:

- 2 elective units must be selected from the elective units listed below or from an equivalent level qualification within the BSB Business Services Training Package
- 4 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 III or Diploma qualification from any currently endorsed Training Package or accredited course.

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

BSBRKG401 Review the status of a record

BSBRKG402 Provide information from and about records

BSBRKG403 Set up a business or records system for a small business

BSBRKG404 Monitor and maintain records in an online environment

Elective Units

BSBADM409 Coordinate business resources

BSBCMM401 Make a presentation

BSBCUS401 Coordinate implementation of customer service strategies

BSBCUS402 Address customer needs

BSBEBU401 Review and maintain a website

BSBFIA402 Report on financial activity

BSBINN301 Promote innovation in a team environment

BSBITS401 Maintain business technology

BSBITU401 Design and develop complex text documents

BSBLDR403 Lead team effectiveness

BSBLED401 Develop teams and individuals

BSBMED401 Manage patient record keeping system

BSBMKG413 Promote products and services

BSBMKG414 Undertake marketing activities

BSBPMG522 Undertake project work

BSBREL401 Establish networks

BSBRES401 Analyse and present research information

BSBRISK401 Identify risk and apply risk management processes

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBWRT401 Write complex documents

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB41715 Certificate IV in Recordkeeping Release 2	BSB41715 Certificate IV in Recordkeeping Release 1	Updated unit list	Equivalent qualification

Links

Companion volumes available from the IBSA website:

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

http://companion_volumes.vetnet.education.gov.au/Pages/TrainingPackage.aspx?pid=13