BSB41715 Certificate IV in Recordkeeping

Release 3
BSB41715 Certificate IV in Recordkeeping

Modification History

<table>
<thead>
<tr>
<th>Release</th>
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<tbody>
<tr>
<td>Release 3</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 2</td>
<td>This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.</td>
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<tr>
<td>Release 1</td>
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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
BSBFIA412 Report on financial activity
BSBINN301 Promote innovation in a team environment
BSBITS411 Maintain and implement digital 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
BSBRES411 Analyse and present research information
BSBRSK401 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**

<table>
<thead>
<tr>
<th>Code and title current version</th>
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<tbody>
<tr>
<td>BSB41715 Certificate IV in Recordkeeping Release 3</td>
<td>BSB41715 Certificate IV in Recordkeeping Release 2</td>
<td>Updated codes and titles in unit list</td>
<td>Equivalent qualification</td>
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**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10