Australian Government

BSB51715 Diploma of Recordkeeping

Release 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSB51715 Diploma of 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 possess a sound theoretical knowledge base in information and records management and use a range of specialised, technical or managerial competencies to ensure that business or records systems function effectively within an organisation. Typically they work with a high degree of autonomy as supervisors, team leaders and coordinators.

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 = 8
3 core units plus
5 elective units, of which:

- 2 elective units must be selected from the elective units listed below or from an equivalent level qualification within this Training Package
- 3 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 IV or Advanced Diploma 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
BSBRKG502 Manage and monitor business or records systems
BSBRKG505 Document or reconstruct a business or records system
BSBRKG506 Develop and maintain terminology and classification schemes

Elective Units
BSBADM502 Manage meetings
BSBADM506 Manage business document design and development
BSBCUS501 Manage quality customer service
BSBINM501 Manage an information or knowledge management system
BSBINN301 Promote innovation in a team environment
BSBMGT502 Manage people performance
BSBMGT517 Manage operational plan
BSBPMG522 Undertake project work
BSBRSK501 Manage risk
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWOR501 Manage personal work priorities and professional development
BSBWOR502 Lead and manage team effectiveness

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB51715 Diploma of Recordkeeping	BSB51707 Diploma of 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

Innovation and Business Skills Australia