



**Australian Government**

# **BSB60815 Advanced Diploma of Recordkeeping**

**Release 2**

# BSB60815 Advanced Diploma of Recordkeeping

## Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

## Qualification Description

This qualification reflects the role of records and information consultants and managers who have a detailed understanding and specialist knowledge of business or records systems. They may provide strategic direction for business or records systems in larger organisations with responsibility for a team. They may also be individuals with sole responsibility for business or records systems in smaller organisations.

## 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**

**This qualification has no core units.**

**8 elective units must be selected, of which:**

- 5 elective units must be selected from the Group A units listed below
- 3 elective units may be selected from the Group A or Group B 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 a 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.

## **Elective Units**

### **Group A**

- BSBRKG601 Define recordkeeping framework
- BSBRKG603 Prepare a functional analysis for an organisation
- BSBRKG604 Determine security and access rules and procedures
- BSBRKG605 Determine records requirements to document a function
- BSBRKG606 Design a records retention and disposal schedule
- BSBRKG607 Document and monitor the record-creating context
- BSBRKG608 Plan management of records over time

### **Group B**

- BSBCOM603 Plan and establish compliance management systems
- BSBDIV601 Develop and implement diversity policy
- BSBINM601 Lead and manage organisational change
- BSBINN502 Build and sustain an innovative work environment
- BSBINN601 Lead and manage organisational change
- BSBFIM601 Manage finances
- BSBMGT605 Provide leadership across the organisation
- BSBMGT608 Manage innovation and continuous improvement
- BSBMGT615 Contribute to organisation development
- BSBMGT616 Develop and implement strategic plans
- BSBMGT617 Develop and implement a business plan
- BSBRSK501 Manage risk
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWHS605 Develop, implement and maintain WHS management systems
- PSPGEN067 Establish and maintain strategic networks
- PSPPPCM023 Manage strategic contracts

## Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB60815 Advanced Diploma of Recordkeeping Release 2	BSB60815 Advanced Diploma of Recordkeeping Release 1	Updates to codes and titles in the unit list	Equivalent qualification

## Links

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