



Australian Government

BSBSS00044 Key Recordkeeping Skill Set

Release 1

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Modification History

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

Description

This skill set is for individuals who have operational responsibilities with regards to records and/or recordkeeping systems.

Pathways Information

These units provide credit towards the BSB30814 Certificate III in Recordkeeping.

Licensing/Regulatory Information

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

Skill Set Requirements

BSBRKG305 Review recordkeeping functions
BSBRKG301 Control records
BSBRKG302 Undertake disposal

Target Group

Recordkeeping staff

Suggested words for Statement of Attainment

These competencies from the BSB Business Services Training Package meet the industry requirements for recordkeeping at an operational level within an organisation.