



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB30807 Certificate III in Recordkeeping**

**Revision Number: 1**

## **BSB30807 Certificate III in Recordkeeping**

### **Modification History**

Not applicable.

## Description

### Descriptor

This qualification reflects the role of individuals who apply some understanding of relevant theoretical knowledge relating to recordkeeping functions in the workplace. While it may apply to individuals whose sole workplace function is recordkeeping, it will also apply to administrative, human resources or other staff within an organisation for whom recordkeeping is one of many duties for which they hold responsibility.

### Job Roles

- Administration Officer
- Assistant Records Clerk
- Assistant Registry Officer.
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## Pathways Information

### Qualification Pathways

#### *Entry requirements*

There are no entry requirements for this qualification.

#### *Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

- BSB20107 Certificate II in Business or other relevant qualification/s

OR

- with vocational experience in a range of environments providing administrative or operational support to business or records systems without a formal business qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

This breadth of expertise would equate to the competencies required to undertake this qualification.

#### *Pathways from the qualification*

After achieving this qualification candidates may undertake:

- BSB41707 Certificate IV in Recordkeeping.
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## **Licensing/Regulatory Information**

### **Licensing, Legislative, Regulatory or Certification Considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

| Employability Skill       | Industry/enterprise requirements for this qualification include:  |
|---------------------------|---|
| Communication             | <ul style="list-style-type: none"> <li>• communicating verbally with others in negotiation, training and questioning</li> <li>• preparing simple documentation and reports for requests of information</li> <li>• writing a range of simple documentation and communications</li> </ul> |
| Teamwork                  | <ul style="list-style-type: none"> <li>• completing individual tasks to support team goals</li> <li>• conveying workplace procedures and work instructions to team members</li> </ul>   |
| Problem-solving           | <ul style="list-style-type: none"> <li>• analysing business or records system to efficiently locate information</li> <li>• using research skills to locate workplace information</li> </ul>   |
| Initiative and enterprise | <ul style="list-style-type: none"> <li>• demonstrating individual responsibility for completing tasks</li> <li>• suggesting improvements to support the development of improved work practices and team effectiveness</li> </ul>  |
| Planning and organising   | <ul style="list-style-type: none"> <li>• contributing to planning processes with team members to meet expected outcomes</li> <li>• gathering, organising and applying workplace information for the organisation's work processes and records systems</li> </ul>                        |
| Self-management           | <ul style="list-style-type: none"> <li>• identifying development needs and seeking training to fill needs</li> <li>• monitoring and recording the performance of own work area</li> </ul>   |
| Learning                  | <ul style="list-style-type: none"> <li>• developing a comprehensive knowledge and understanding of records systems</li> <li>• identifying priorities and pursuing personal work goals in accordance with organisational objectives</li> </ul>   |
| Technology                | <ul style="list-style-type: none"> <li>• collecting and manipulating data using appropriate technology</li> <li>• ensuring systems are appropriate for information storage, security and retrieval</li> </ul>   |

## Packaging Rules

### Packaging Rules

**Total number of units = 12**

**5 core units** plus

**7 elective units**

The **7 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 II or Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

#### Core units

##### Recordkeeping

|            |                                   |
|------------|-----------------------------------|
| BSBRKG301B | Control records                   |
| BSBRKG302B | Undertake disposal                |
| BSBRKG303B | Retrieve information from records |
| BSBRKG304B | Maintain business records         |
| BSBRKG305A | Review recordkeeping functions    |

#### Elective units

##### Customer Service

|            |  |
|------------|--|
| BSBCUS301A | Deliver and monitor a service to customers |
|------------|--|

##### Diversity

|            |                                 |
|------------|---------------------------------|
| BSBDIV301A | Work effectively with diversity |
|------------|---------------------------------|

##### Financial Administration

|            |                            |
|------------|----------------------------|
| BSBFIA301A | Maintain financial records |
|------------|----------------------------|

##### General Administration

|            |                             |
|------------|-----------------------------|
| BSBADM311A | Maintain business resources |
|------------|-----------------------------|

##### Information Management

|            |                                       |
|------------|---------------------------------------|
| BSBINM301A | Organise workplace information        |
| BSBINM302A | Utilise a knowledge management system |

**Packaging Rules****Innovation**

BSBINN201A Contribute to workplace innovation

**Interpersonal Communication**

BSBCMM301A Process customer complaints

**IT Use**

BSBITU301A Create and use databases

BSBITU302B Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU305A Conduct online transactions

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

**Product Skills and Advice**

BSBPRO301A Recommend products and services

**Sustainability**

BSBSUS301A Implement and monitor environmentally sustainable work practices

**Workplace Effectiveness**

BSBWOR301A Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

**Writing**

BSBWRT301A Write simple documents