



Australian Government

Department of Education, Employment and Workplace Relations

BSB30807 Certificate III in Recordkeeping

Revision Number: 2

BSB30807 Certificate III in Recordkeeping

Modification History

Release	Comments
Release 2	<p>New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <p>Updated unit codes:</p> <ul style="list-style-type: none"> • BSBCMM301A now BSBCMM301B • BSBCUS301A now BSBCUS301B • BSBWOR301A now BSBWOR301B

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

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

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

There are no entry requirements for this qualification.

Employability Skills Summary

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

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

BSBCUS301B	Deliver and monitor a service to customers
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Diversity

BSBDIV301A	Work effectively with diversity
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Financial Administration

BSBFIA301A	Maintain financial records
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General Administration

BSBADM311A	Maintain business resources
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Information Management

BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system

Innovation

BSBINN201A	Contribute to workplace innovation
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Interpersonal Communication

BSBCMM301B 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

BSBWOR301B Organise personal work priorities and development

BSBWOR302A Work effectively as an off-site worker

Writing

BSBWRT301A Write simple documents