



Australian Government

BSB41707 Certificate IV in Recordkeeping

Release 4

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Modification History

Release	Comments
Release 4	<p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Elective unit BSBPMG510A replaced with BSBPMG522A.</p>
Release 3	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i>.</p> <p>BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.</p>
Release 2	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 6.0</i>.</p> <p>Outdated advice removed.</p> <p>Unit codes updated:</p> <ul style="list-style-type: none">• BSBCUS401A now BSBCUS401B• BSBCUS402A now BSBCUS402B• BSBITS401A now BSBITS401B• BSBRKG403B now BSBRKG403C
Release 1	<p>Initial release of this Qualification.</p>

Description

This qualification reflects the role of individuals who apply well-developed recordkeeping skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Job roles

- Medical Records Officer
- Records and Information Officer
- Records and Information Clerk.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30807 Certificate III in Recordkeeping or other relevant qualifications

OR

- after achieving the Recordkeeping Skill Set within this Training Package

OR

- with vocational experience in recordkeeping but without a formal qualification.

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

- Administration Officer
- Assistant Records Clerk
- Assistant Registry Officer.

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:

- BSB51707 Diploma of Recordkeeping.

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

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 and documenting complex relationships• consulting about and negotiating solutions for information needs• preparing document specifications for managing records• promoting products and services to internal and/or external clients• using a high level of communication and linguistic competence
Teamwork	<ul style="list-style-type: none">• consulting and maximising team involvement in developing new systems and processes• delegating responsibilities and networking with others• relating to a diverse range of internal and external clients
Problem-solving	<ul style="list-style-type: none">• analysing systems and using design skills as required• generating solutions to workplace information and recordkeeping needs
Initiative and enterprise	<ul style="list-style-type: none">• analysing systems and using design skills as required• generating solutions to workplace information and recordkeeping needs
Planning and organising	<ul style="list-style-type: none">• accessing, analysing and evaluating information• developing and validating procedures and guidelines• developing contingency plans and budgets• monitoring business performance and setting performance targets
Self-management	<ul style="list-style-type: none">• managing time and ensuring compliance with legislation and organisational policies and procedures
Learning	<ul style="list-style-type: none">• improving the performance of systems based on feedback• maintaining knowledge of products and services
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 = 10

4 core units *plus*

6 elective units

2 elective units must be selected from the elective units listed below or from an equivalent level qualification within the BSB07 Business Services Training Package.

The remaining **4 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 III or Diploma qualification.

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

Core units

BSBRKG401B Review the status of a record

BSBRKG402B Provide information from and about records

BSBRKG403C Set up a business or records system for a small business

BSBRKG404A Monitor and maintain records in an online environment

Elective units

Customer Service

BSBCUS401B Coordinate implementation of customer service strategies

BSBCUS402B Address customer needs

E-Business

BSBEBU401A Review and maintain a website

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM409A Coordinate business resources

Innovation

BSBINN301A Promote innovation in a team environment

Interpersonal Communication

BSBCMM401A Make a presentation

IT Support

BSBITS401B Maintain business technology

IT Use

BSBITU401A Design and develop complex text documents

Learning and Development

BSBLED401A Develop teams and individuals

Marketing

BSBMKG413A Promote products and services

BSBMKG414B Undertake marketing activities

Medical Services Administration

BSBMED401B Manage patient record keeping system

Work Health and Safety

BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Project Management

BSBPMG522A Undertake project work

Relationship Management

BSBREL401A Establish networks

Research

BSBRES401A Analyse and present research information

Risk Management

BSBRISK401A Identify risk and apply risk management processes

Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

BSBWOR402A Promote team effectiveness

Writing

BSBWRT401A Write complex documents