



**Australian Government**

# **BSB51707 Diploma of Recordkeeping**

**Release 3**

## BSB51707 Diploma of Recordkeeping

### Modification History

| Release   | Comments  |
|-----------|---|
| Release 3 | <p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Elective unit BSBPMG510A Manage projects replaced with BSBPMG522A Undertake project work.</p> |
| Release 2 | <p>New release of this Qualification with <i>version 6 of BSB07 Business Services Training Package</i>.</p> <p>Unit codes updated.</p>  |
| Release 1 | Initial release.  |

### Description

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in information and records management and use a range of specialised, technical or managerial competencies to ensure that business or records systems function effectively within an organisation. Typically they will work closely with other members of an organisation and have a high degree of autonomy with regards to business or records systems.

### Job roles

- Records and Information Coordinator
- Records and Information Supervisor
- Records and Information Team Leader.

## **Pathways Information**

### **Pathways into the qualification**

Preferred pathways for candidates considering this qualification include:

- BSB41707 Certificate IV in Recordkeeping or other relevant qualification/s
- OR
- with vocational recordkeeping experience, but without a formal qualification.

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

- Records and Information Officer
- Records and Information Clerk.

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:

- BSB60807 Advanced 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"><li>• negotiating solutions for workplace issues</li><li>• researching the recordkeeping requirements and terminology used in an organisation</li><li>• writing clear and succinct reports, and system procedures and rules</li></ul>  |
| Teamwork                  | <ul style="list-style-type: none"><li>• consulting with team members and other organisational staff to establish recordkeeping requirements</li><li>• providing feedback and instruction to system users</li></ul>   |
| Problem-solving           | <ul style="list-style-type: none"><li>• developing classification schemes in line with organisational requirements</li><li>• developing strategies for implementation of business or records systems</li></ul>   |
| Initiative and enterprise | <ul style="list-style-type: none"><li>• addressing new and changing circumstances to ensure accurate and timely retrieval of records</li><li>• identifying new and emerging opportunities to increase effectiveness of business and records systems</li></ul>  |
| Planning and organising   | <ul style="list-style-type: none"><li>• collecting, collating and analysing information using appropriate workplace business systems</li><li>• developing staff key performance indicators to monitor staff performance and using them in relation to business or records systems</li></ul>  |
| Self-management           | <ul style="list-style-type: none"><li>• acting as an advocate for the use and take up of business or records systems</li><li>• managing own time and priorities and dealing with contingencies</li><li>• taking responsibility as required by work role and ensuring all legislative and organisational policies and procedures are adhered to</li></ul> |
| Learning                  | <ul style="list-style-type: none"><li>• evaluating and improving training systems</li><li>• identifying training needs</li><li>• selecting and inducting staff</li></ul>   |
| Technology                | <ul style="list-style-type: none"><li>• using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports</li><li>• using technology to assist the management of information, to</li></ul>  |

|  |  |
|--|--|
|  | assist the planning process and to facilitate change |
|--|--|

## Packaging Rules

**Total number of units = 8**

**3 core units *plus***

**5 elective units**

**2 elective units** must be selected from the elective units listed below or from an equivalent level qualification within this Training Package.

The remaining **3 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 IV or Advanced Diploma qualification.

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

### Core units

### Recordkeeping

BSBRKG502B Manage and monitor business or records systems

BSBRKG505B Document or reconstruct a business or records system

BSBRKG506A Develop and maintain terminology and classification schemes

### Elective units

#### Customer Service

BSBCUS501C Manage quality customer service

#### General Administration

BSBADM502B Manage meetings

BSBADM506B Manage business document design and development

#### Information Management

BSBINM501A Manage an information or knowledge management system

#### Innovation

BSBINN301A Promote innovation in a team environment

#### Management

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

## **Project Management**

BSBPMG522A Undertake project work

## **Risk Management**

BSBRSK501B Manage risk

## **Sustainability**

BSBSUS501A Develop workplace policy and procedures for sustainability

## **Workplace Effectiveness**

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness