



**Australian Government**

# **BSB60807 Advanced Diploma of Recordkeeping**

**Release 3**

## BSB60807 Advanced Diploma of Recordkeeping

### Modification History

Release	Comments
Release 3	New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i> .  BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.
Release 2	New release of this Qualification with <i>BSB07 Business Services Training Package version 6.0</i> .  Unit codes updated.
Release 1	Initial release of this Qualification.

### Description

This qualification reflects the role of individuals with understanding and specialist knowledge of business or records systems, with depth in some areas. They may provide strategic direction for business or records systems in larger organisations with responsibility for a team. They may also be individuals with sole responsibility for business or records systems in smaller organisations.

### Job roles

- Records and Information Consultant
- Records and Information Manager.

## **Pathways Information**

### **Pathways into the qualification**

Candidates may enter the qualification through a number of entry points including:

- after achieving the BSB51707 Diploma of Recordkeeping or other relevant qualification/s
- OR
- with substantial 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 Coordinator
- Records and Information Supervisor
- Records and Information Team Leader.

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

### **Pathways from the qualification**

After achieving this qualification candidates may choose to undertake qualifications at a higher education level.

## **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.*

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
Communication	<ul style="list-style-type: none"> <li>• interpreting customer needs</li> <li>• negotiating with internal and external stakeholders</li> <li>• utilising excellent interpersonal skills and producing a wide range of reports and making presentations as required</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• briefing various personnel on their roles and responsibilities regarding the implementation of business or records systems</li> <li>• defining performance measures and working collaboratively with team members</li> <li>• identifying performance gaps and taking remedial action for under-performance</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• developing records frameworks, policies and procedures to assist organisational members in addressing recordkeeping needs</li> <li>• developing strategies to support the design and 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 systems take advantage of latest practices and technologies</li> <li>• identifying new and emerging opportunities to assist organisation in maximising the advantages provided by business or records systems</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• developing staff key performance indicators to monitor performance and using them in relation to business or records systems</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• applying discretion and judgement within complex environments</li> <li>• managing own time and performance</li> <li>• using judgement in planning, selecting and allocating resources</li> <li>• working within organisational policies and procedures and legislative requirements</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• coaching and mentoring others to acquire new knowledge and skills</li> <li>• providing learning and development opportunities</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• creating presentations using a range of media</li> <li>• using technology to assist with the management of</li> </ul>

	information and to assist the planning process
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## Packaging Rules

**Total number of units = 8**

**8 elective units**

**5 elective units** must be selected from the **Group A units** listed below.

The remaining **3 elective units** may be selected from the **Group A** or **Group B** 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 a Diploma qualification.

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

### Elective Units

#### Group A units

##### Recordkeeping

- BSBRKG601B Define recordkeeping framework
- BSBRKG603B Prepare a functional analysis for an organisation
- BSBRKG604B Determine security and access rules and procedures
- BSBRKG605B Determine records requirements to document a function
- BSBRKG606B Design a records retention and disposal schedule
- BSBRKG607B Document and monitor the record-creating context
- BSBRKG608B Plan management of records over time

#### Group B units

##### Compliance

- BSBCOM603C Plan and establish compliance management systems

##### Diversity

- BSBDIV601A Develop and implement diversity policy

##### Information Management

- BSBINM601A Manage knowledge and information

##### Innovation

- BSBINN502A Build and sustain an innovative work environment
- BSBINN601B Manage organisational change

##### Financial Management

- BSBFIM601A Manage finances

##### Management

- BSBMGT605B Provide leadership across the organisation
- BSBMGT608C Manage innovation and continuous improvement
- BSBMGT615A Contribute to organisation development
- BSBMGT616A Develop and implement strategic plans
- BSBMGT617A Develop and implement a business plan

##### Work Health and Safety

- BSBWHS605A Develop, implement and maintain WHS management systems

##### Risk Management

- BSBRSK501B Manage risk

##### Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

**Imported Units**

PSPGOV602B Establish and maintain strategic networks

PSPPROC607A Manage strategic contracts