



Australian Government

BSBSS00012 Key Recordkeeping Skill Set

Release: 1

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Modification History

Not applicable.

Description

Not applicable.

Pathways Information

Pathway	These units provide credit towards the BSB30807 Certificate III in Recordkeeping.
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Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

Units	BSBRKG305A	Review recordkeeping functions
	BSBRKG301B	Control records
	BSBRKG302B	Undertake disposal

Target Group

Target Group	This skill set is for individuals who have operational responsibilities with regards to records and/or recordkeeping systems.
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Suggested words for Statement of Attainment

Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for recordkeeping at an operational level within an organisation.
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