Australian Government

BSB30815 Certificate III in Recordkeeping

Release 3

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Modification History

Release	Comments
Release 3	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 2	This version released with BSB Business Services Training Package Version 2.0. Version created to update unit list.
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Qualification Description

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 people working in administration and human resources management.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

5 core units plus

7 elective units, of which:

     PwC's Skills for Australia

- 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 environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBRKG301 Control records

BSBRKG302 Undertake disposal

BSBRKG303 Retrieve information from records

BSBRKG304 Maintain business records

BSBRKG305 Review recordkeeping functions

Elective Units

BSBADM311 Maintain business resources

BSBCMM301 Process customer complaints

BSBCUS301 Deliver and monitor a service to customers

BSBDIV301 Work effectively with diversity

BSBFIA301 Maintain financial records

BSBINM301 Organise workplace information

BSBINM302 Utilise a knowledge management system

BSBINN201 Contribute to workplace innovation

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBITU311 Use simple relational databases

BSBITU312 Create electronic presentations

BSBITU313 Design and produce digital text documents

BSBITU314 Design and produce spreadsheets

BSBITU315 Purchase goods and services online

BSBPRO301 Recommend products and services

BSBSUS401 Implement and monitor environmentally sustainable work practices

BSBWOR301 Organise personal work priorities and development

BSBWOR302 Work effectively as an off-site worker

BSBWRT301 Write simple documents

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB30815 Certificate III in Recordkeeping Release 3	BSB30815 Certificate III in Recordkeeping Release 2	Updated codes and titles in unit list	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10