



Australian Government

BSBSS00069 Archive and Keep Records Skill Set

Release 1

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Modification History

Release	Comments
Release 1	This skill set first released with BSB Business Services Training Package Version 2.0.

Description

This skill set addresses the skills, knowledge and performance requirements for individuals who have operational responsibilities with regards to archiving and recordkeeping.

Pathways Information

Units from this skill set can contribute to credit towards BSB31215 Certificate III in Library and Information Services, BSB42115 Certificate IV in Library and Information Services, and BSB52115 Diploma of Library and Information Services.

Licensing/Regulatory Information

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

Skill Set Requirements

BSBRKG305 Review recordkeeping functions
BSBRKG502 Manage and monitor business or records systems
BSBRKG608 Plan management of records over time
BSBLIB302 Develop and apply knowledge of archives

Target Group

This skill set is for people who are responsible for archiving and recordkeeping.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for providing individuals with training in archiving and recordkeeping.

Custom Content Section

Not applicable.