



Australian Government

BSBSS00123 Records and Information Management Skill Set

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Description

This skill set addresses the skills and knowledge to support information and records management for a range of purposes required within an organisation.

Pathways Information

Units from this skill set can contribute to credit towards BSB50120 Diploma of Business (Records and Information Management) and BSB50520 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

BSBINS501 Implement information and knowledge management systems

BSBINS504 Maintain digital repositories

BSBINS512 Monitor business records systems

BSBINS513 Contribute to records management framework

BSBINS514 Contribute to records retention and disposal schedule

BSBINS601 Manage knowledge and information

Target Group

This skill set is for individuals who are required to support information and records management within an organisation.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for individuals who are required to support information and records management in an organisation.