



Australian Government

CULSS00001 Archive and Keep Records Skill Set

Release: 1

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Modification History

Release	Comments
Release 1	This skill set first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Description

Pathways Information

These units provide credit towards CUL30111 Certificate III in Information and Cultural Services, CUL40111 Certificate IV in Library, Information and Cultural Services, and CUL50111 Diploma of Library and Information Services.

Licensing/Regulatory Information

Not applicable.

Skill Set Requirements

- BSBRKG305A Review recordkeeping functions
- BSBRKG502B Manage and monitor business or records systems
- BSBRKG608B Plan management of records over time
- CULCNM302A 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 BSB07 Business Services Training Package and CUL11 Library, Information and Cultural Services Training Package meet industry requirements for providing individuals with training in archiving and recordkeeping.