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*Discover  
yourself...*

#### WE SPECIALISE IN

##### NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
  - Customer Contact
- Certificate III in Business
  - Administration
  - Customer Contact
  - Frontline Management
  - Recordkeeping
- Certificate IV in Business
  - Administration
  - Frontline Management
  - Human Resources
  - Marketing
  - Recordkeeping
  - Small Business Management

##### COMPUTER TRAINING

- Microsoft Office
- MYOB

##### PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

*Discover us...*

#### WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

# Certificate III in Recordkeeping

#### TRAINING DELIVERY MODE

E-Learning (Online) / Correspondence

#### LENGTH OF STUDY

Maximum 12 months access to training program and support.

#### COURSE 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 administrative, human resources or other staff within an organisation for whom recordkeeping is one of many duties for which they hold responsibility.

#### JOB ROLES

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Officer
- Assistant Records Clerk
- Assistant Registry Officer.

#### COURSE PRE-REQUISITES

- Evidence through either training or work experience of performance equivalent to Certificate II in Business.
- Vocational experience in a range of environments providing administrative or operational support to business or records systems without a formal business qualification.
- Sufficient literacy, numeracy and computer skills to complete the course.
- Access to an internet connection and computer

#### PATHWAYS FROM THE QUALIFICATION

After achieving the BSB30807 Certificate III in Recordkeeping, candidates may undertake the BSB41707 Certificate IV in Recordkeeping, a qualification that provides a pathway for those wishing to develop more specialised technical or theoretical recordkeeping skills, or a range of other Certificate IV qualifications.

#### UNITS OF COMPETENCY

Certificate III in Recordkeeping requires completion of 12 units of competency to attain the qualification. They consist of:

- Five Core units from the **Recordkeeping** units listed below
  - Seven units from the **Elective** units listed below.
- A maximum of One unit may be selected from a Certificate II qualification or 2 units may be taken from a Certificate IV qualification. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

#### CORE UNITS

##### Recordkeeping

BSBRKG301B	Control records
BSBRKG302B	Undertake disposal
BSBRKG303B	Retrieve information from records
BSBRKG304B	Maintain business records
BSBRKG305A	Review recordkeeping functions

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>



## BSB30807 Certificate III in Recordkeeping

### ELECTIVE UNITS

#### Customer Service

BSBCUS301A Deliver and monitor a service to customers

#### Diversity

BSBDIV301A Work effectively with diversity

#### Financial Administration

BSBFIA301A Maintain financial records

#### General Administration

BSBADM311A Maintain business resources

#### Information Management

BSBINM301A Organise workplace information

BSBINM302A Utilise a knowledge management system

#### Innovation

BSBINN201A Contribute to workplace innovation

#### Interpersonal Communication

BSBCMM301A Process customer complaints

#### IT Use

BSBITU301A Create and use databases

BSBITU302A Create electronic presentations

BSBITU303A Design and produce text documents

BSBITU304A Produce spreadsheets

BSBITU305A Conduct online transactions

BSBITU306A Design and produce business documents

BSBITU309A Produce desktop published documents

#### Product Skills and Advice

BSBPRO301A Recommend products and services

#### Sustainability

BSBSUS301A Implement and monitor environmentally sustainable work practices

#### Workplace Effectiveness

BSBWOR301A Organise personal work priorities and development

#### Writing

BSBWRT301A Write simple documents