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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

Nationally Recognised Course Outline**BSB30807****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 Recordkeeping.
- 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. Skills at Top can offer this as follows:

- Five **Core** units from the **Recordkeeping** units listed below
- Seven **Elective** units (may be selected from the elective units listed on the following page, or any other Certificate III qualification that Skills at Top offers, providing that all units are relevant to the work outcome and local industry requirements). If not listed on the following page, one unit may be selected from a Certificate II or IV qualification.

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>

Learn to suit your lifestyle and work commitments...



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