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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

BSB41707**Certificate IV 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 well-developed recordkeeping skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

JOB ROLES

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

- Medical Records Officer
- Records and Information Officer
- Records and Information Clerk.

COURSE PRE-REQUISITES

- Evidence through either training or work experience of performance equivalent to BSB30807 Certificate III in Recordkeeping.
- Some vocational experience in recordkeeping activities but without formal qualifications.
- Sufficient literacy, numeracy and computer skills to complete the course
- Access to an internet connection and computer

PATHWAYS FROM THE QUALIFICATION

After achieving the BSB41707 Certificate IV in Recordkeeping, candidates may undertake the BSB51707 Diploma of Recordkeeping, a qualification for those wishing to develop specialised technical or theoretical management skills, or a range of other Diploma level qualifications.

UNITS OF COMPETENCY

Certificate IV in Recordkeeping requires completion of 10 units of competency to attain the qualification. Skills at Top can offer this as follows:

- Four **Core** units listed below
- Six **Elective** units which may be selected from the following page or from any other Certificate IV qualification that Skills at Top offers, providing that they are relevant to the work outcome and local industry requirements (if not listed on this course outline, one elective unit may be selected from a Certificate III level qualification)

CORE UNITS**Recordkeeping**

BSBRKG401B	Review the status of a record
BSBRKG402B	Provide information from and about records
BSBRKG403B	Set up a business or records system for a small office
BSBRKG404A	Monitor and maintain records in an online environment

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>



BSB41707 Certificate IV in Recordkeeping

Elective Units

Customer Service

BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs

Financial Administration

BSBFIA402A	Report on financial activity
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General Administration

BSBADM409A	Coordinate business resources
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Innovation

BSBINN301A	Promote innovation in a team environment
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Interpersonal Communication

BSBCM401A	Make a presentation
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IT Use

BSBITU401A	Design and develop complex text documents
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Learning and Development

BSBLED401A	Develop teams and individuals
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Marketing

BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities

Occupational Health and Safety

BSBOHS407A	Monitor a safe workplace
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Relationship Management

BSBREL401A	Establish networks
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Research

BSBRES401A	Analyse and present research information
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Risk Management

BSBRISK401A	Identify risk and apply risk management processes
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Sustainability

BSBSUS301A	Implement and monitor environmentally sustainable work practices
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Workplace Effectiveness

BSBWOR402A	Promote team effectiveness
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Writing

BSBWRT401A	Write complex documents
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