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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 Business (Marketing) requires completion of 10 units of competency to attain the qualification. They can consist of:

- A minimum of four units from the **Core** units listed below
- A minimum of six units from the **Elective** units listed on the next page
- If not listed on the next page, one (1) unit may be selected from the BSB07 Certificate III 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**

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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#### 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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