

BSB41715 Certificate IV in Recordkeeping

Qualification Description

This qualification is suitable for those working as records and information officers in a broad range of contexts. Individuals in these roles apply well-developed recordkeeping skills and a broad knowledge base. They may use problem-solving skills, analyse information and provide guidance for others in the workplace.

Link to Qualification details:

<https://training.gov.au/training/details/BSB41715>

Entry Requirements

There is no prerequisite for enrolment in this course however participants should be working at an operational level of the information management industry or have a solid business background.

Program Objectives

Programs are designed to build and sharpen critical skills and knowledge required to positively impact on the outcomes of your business. Some of the outcomes include:

- Measurable improvements against key organisational performance measures
- Increased motivation through the use of real, action-based projects relevant to the workplace
- Development of a team-based culture
- Introduction of continuous improvement tools within existing systems
- Development of a sustainable learning environment

Career Opportunities

This course provides candidates with the skills, attributes and knowledge to take more responsibility in the workplace through leadership roles.

Course Duration

This course will be delivered and assessed through 10 workshops and includes "homework" and assessments to be undertaken in addition to be undertaken in addition to face to face workshops.

Delivery Method

Delivery will comprise of face to face workshops / structured classroom training with "homework" and out of hour's research and assessments.

Where insufficient numbers are available to deliver a face to face course other options of delivery will be offered - please enquire.

Nationally Accredited Vocational Qualification under the Business Services BSB15 Training Package
RTO - **McMillan Staff Developments Pty Ltd**
RTO Code: 88187

Course delivery by Relevancy Pty Ltd for Records & Information Management Professionals Australasia

Recognition of Current Competency / Prior Learning

Previous learning undertaken at another learning organisation *may* entitle a candidate to entry into the program with some credit/s.

Alternatively, if a candidate can provide evidence that shows that they have the required skills and knowledge, they *may* be able to have that learning recognised without having to complete all of the training.

Note: Additional costs may apply with undertaking RCC/RPL

Assessment Method

Assessments will be undertaken in accordance with the relevant applicable legislation. A variety of assessment methods may be used, including:

- Classroom assessment activities
- Project work
- Simulation
- Demonstration
- Oral and written activities via the classroom
- Written activities
- RCC/RPL

Course Structure

BSB41715 Certificate IV in Recordkeeping requires 10 units to be undertaken for this qualification comprising:

- 4 core recordkeeping units
- 6 elective units

Recordkeeping Units

BSBRKG401	Review the status of a record
BSBRKG402	Provide information from and about records
BSBRKG403	Set up a business or records system for a small office
BSBRKG404	Monitor and maintain records in an online environment

Elective Units

BSBCMM401	Make a presentation
BSBPMG522	Undertake project work
BSBINN301	Promote innovation in a team environment
BSBLDR403	Lead team effectiveness
BSBCUS402	Address customer needs
BSBMKG414	Undertake marketing activities

Qualification

As part of the Australian Qualification Framework, this program is nationally recognised. On successful completion, candidates will be awarded the Certificate IV in Recordkeeping.

Employability Skills

The following contains a summary of the employability skills for this qualification. This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the package options.

Employability Skill Industry / enterprise requirements for this qualification include:

Communication

- communicating and documenting complex relationships
- consulting about and negotiating solutions for information needs
- preparing document specifications for managing records
- promoting products and services to internal and/or external clients
- using a high level of communication and linguistic competence

Teamwork

- consulting and maximising team involvement in developing new systems and processes
- delegating responsibilities and networking with others
- relating to a diverse range of internal and external clients
- problem solving
- analysing systems and using design skills as required
- generating solutions to workplace information and recordkeeping needs

Initiative and enterprise

- analysing systems and using design skills as required
- generating solutions to workplace information and recordkeeping needs

Planning and organising

- accessing, analysing and evaluating information
- developing and validating procedures and guidelines
- developing contingency plans and budgets
- monitoring business performance and setting performance targets

Self management

- managing time and ensuring compliance with legislation and organisational policies and procedures

Learning

- improving the performance of systems based on feedback
- maintaining knowledge of products and services

Technology

- collecting and manipulating data using appropriate technology
- ensuring systems are appropriate for information storage, security and retrieval

Trainer Qualifications

Relevancy Pty Ltd has a team of highly qualified trainers and assessors with a diverse range of qualifications and backgrounds. They hold relevant training and assessment competencies as per the AQTF 2007 standards, including:

- Accredited qualifications
- Tertiary qualifications
- Practical experience in all sectors
- Experience in training
- High credibility and ability to develop rapport and deliver training

Benefits

Organisation:

- Training programs customised to meet industry specific needs and standards
- Development of specific training packages
- Alignment to organisational performance review systems
- Supports organisational succession planning
- Flexible learning strategies to suit the operational needs of your business
- Provides a basis and benchmark for job descriptions and performance management
- Linked to strategic and organisational goals, mission, vision, and due diligence requirements
- Ability linked to job descriptions, recruitment, performance and pay scales
- Professionalism and image
- Increase in innovation and creativity
- Potential to improve the internal culture
- Morale building for employees

Employees:

- Opportunity to gain recognition of existing skills and further increase their skill base
- A nationally recognised credential
- Training and development
- Increased career opportunities
- Morale building
- Professional membership of relevant professional associations

Further Information

Any enquiries should be directed to:

Tony Walker

Relevancy Pty Ltd

Email: tony.walker@relevancy.com.au

Telephone: 0418 598 095