

# BSB51715 Diploma of Recordkeeping

## Qualification Description

The qualification reflects the role of individuals who possess a sound theoretical knowledge base in information and records management and use a range of specialised technical managerial competencies to ensure that business or records systems function effectively within an organisation. Typically they work within a high degree of autonomy as supervisors, team leaders and coordinators.

Link to qualification details:  
<https://training.gov.au/Training/Details/BSB1715>

## Entry Requirements

There is no prerequisite for enrolment in this course however participants should have experience in the information management industry or have a business background at a management level.

## 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 8 intensive workshops and includes "homework" and assessments to be undertaken in addition to face to face workshops.

## 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

## 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.

## 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

BSB51715 Diploma of Recordkeeping requires 8 units to be undertaken for this qualification, comprising:

- 3 recordkeeping units
- 5 elective units

## Recordkeeping Units

BSBRKG502	Manage and monitor business or records systems
BSBRKG505	Document or reconstruct a business or records system
BSBRKG506	Develop and maintain terminology and classification schemes

## Elective Units

BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBMGT515	Manage operational plan
BSBWOR502	Lead and manage team effectiveness
BSBRSK501	Manage risk

## Qualification

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

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

## 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

- interpreting customer needs negotiating with internal and external stakeholders
- utilising excellent interpersonal skills and producing a wide range of reports and making presentations as required

### Teamwork

- briefing various personnel on their roles and responsibilities regarding the implementation of business or records systems
- defining performance measures and working collaboratively with team members
- identifying performance gaps and taking remedial action for under-performance

### Problem solving

- developing records frameworks, policies and procedures to assist organisational members in addressing recordkeeping needs
- developing strategies to support the design and implementation of business or records systems

### Initiative and enterprise

- addressing new and changing circumstances to ensure systems take advantage of latest practices and technologies
- identifying new and emerging opportunities to assist organisation in maximising the advantages provided by business or records systems

### Planning and organising

- developing staff key performance indicators to monitor performance and using them in relation to business or records systems

### Self management

- applying discretion and judgement within complex environments
- managing own time and performance
- using judgement in planning, selecting and allocating resources
- working within organisational policies and procedures and legislative requirements

### Learning

- coaching and mentoring others to acquire new knowledge and skills
- providing learning and development opportunities

### Technology

- creating presentations using a range of media
- using technology to assist with the management of information and to assist the planning process

## 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](mailto:tony.walker@relevancy.com.au)

Telephone: 0418 598 095