



# Certificate IV in Business

## (Records and Information Management)

BSB40120

### Course Duration and Delivery

**Duration:** 6 Months-24 Months

**Delivery:** Online study, Interactive virtual classroom and self-paced activities.

### Entry Requirements

There are no formal entry requirements for this program.

### Career and Job Opportunities

Certificate IV in Business (Records and Information Management) is offered by RIMPA and is a nationally recognised qualification that will provide you with a head start in your career in both the government and private industry.

When the student has completed their Certificate IV in Business with a specialisation in records and information management the roles available to you include:

- Information Support Officer
- Information Operations Officers
- Information Governance Officer
- Information Quality and Audit Support Officer
- Records Officer
- Records Assistant
- Data Management Officer
- Executive Assistant
- Support Officer

### Important Details

For more details including fees and payment plans :

Call- **1800 242 611**

Email- [training@rimpa.com.au](mailto:training@rimpa.com.au)

Visit- [www.rimpa.com.au](http://www.rimpa.com.au)

## About the Certificate

Make yourself highly employable in all work environments with RIMPA's Certificate IV in Business (Records and Information Management).

This qualification is suitable for anyone working with records and information in all contexts of any organisation. Individuals will gain well develop business and records and information management skills that can be used in varying roles and form the basis of your career.

The outcomes of this course will provide you with the following skills :

- Problem-solving
- Effective analysis of information
- Managing digital information
- Communication in the workplace
- Stakeholder management
- Effective policy development
- Effective work practices
- Awareness of records and information management technologies

## Core Units

- BSBCRT411 Apply critical thinking to work practices
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures, and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace

## Electives

- BSBPEF402 Develop personal work priorities
- BSBPEF502 Develop and use Emotional Intelligence
- BSBINS402 Coordinate workplace information systems
- BSBINS408 Provide information from and about records
- BSBINS409 Maintain and monitor digital information and records
- BSBINS410 Implement records systems for small business