



**Australian
College**
of Commerce & Management
RTO ID: 1441

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1300 515 321

Certificate III in Business (Records and Information Management)

BSB30120

Effective recordkeeping requires specific training to ensure access, safekeeping and compliance

the
ACCM
difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
- **Maximum flexibility** - No set study times or off-site training, set weekly training commitments around your daily operations.
- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
- **Proactive Student Advisers** - helping to drive progress.
- **Coaching and ongoing support** is part of our service.
- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

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Foundation Skills

- Effective workplace communication
- Workplace safety and sustainability
- Inclusive practices and personal wellbeing
- Word processing and spreadsheets

Specialty Skills

- Organising workplace information
- Maintaining records securely and safely
- Retrieving information efficiently
- Controlling workplace records
- Securely managing personal data



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

CERTIFICATE III IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

BSB30120

COURSE DESCRIPTION:

Large organisations have sophisticated records management systems. Start your staffs' career in this specialist professional field with the right qualification, where they will learn about the control, retrieval and disposal of records, as well as recordkeeping legislation and codes.

SUBJECT	UNIT	CODE	DURATION (weeks)
Effective Workplace Communication	• Engage in workplace communication	BSBXCM301	7
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
Business Records Systems and Information	• Organise workplace information	BSBINS302	7
	• Maintain business records	BSBINS309	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	5
	• Support personal wellbeing in the workplace	BSBPEF201	
Organise Personal Work Priorities	• Organise personal work priorities	BSBPEF301	3
Key Recordkeeping Functions	• Retrieve information from records	BSBINS307	9
	• Securely manage personally identifiable information and workplace information	BSBXCS303	
	• Control records	BSBINS308	
Contribute to Sustainable Work Practices	• Participate in sustainable work practices	BSBSUS211	5
	• Apply critical thinking skills in a team environment	BSBCRT311	
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4

If you would like to discuss additional electives, please contact us.