



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

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1300 515 321

Certificate IV in Business (Records and Information Management)

BSB40120

*Advanced records management skills for
recordkeeping professionals*

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.

www.accm.edu.au

Foundation Skills

- Effective communication strategies
- Writing complex professional documents
- Managing priorities and personal wellbeing
- Building strong business relationships

Specialty Skills

- Implementing records systems
- Coordinating information systems
- Maintaining digital records
- Searching records efficiently



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

courses@accm.edu.au

CERTIFICATE IV IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

BSB40120

COURSE DESCRIPTION:

Build on your staffs' existing business and recordkeeping skills with the Certificate IV in Business (Records and Information Management). Your valued team member will master the skills needed to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions.

SUBJECT	UNIT	CODE	DURATION (weeks)
Undertake a Search of Records	• Maintain and monitor digital information and records	BSBINS409	10
	• Provide information from and about records	BSBINS408	
Making and Communicating Good Business Decisions	• Apply critical thinking to work practices	BSBCRT411	7
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXCM401	
Building Strong Business Relationships	• Build and maintain business relationships	BSBTWK401	4
Develop Strong Business Writing Skills	• Write complex documents	BSBWHS411	8
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	8
Manage Work Priorities and Personal Wellbeing	• Manage personal health and wellbeing	BSBPEF401	4
	• Develop personal work priorities	BSBPEF402	
Establishing an Effective Records and Information System	• Implement records systems for small business	BSBINS410	9
	• Coordinate workplace information systems	BSBINS402	

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