



# Certificate III in Business (Records and Information Management)

BSB30120



ENTER THIS SPECIALIST FIELD AND START YOUR CAREER IN RECORDKEEPING

Large organisations have sophisticated records management systems. Start a career in this specialist professional field with the Certificate III in Business (Records and Information Management). Learn about the control, retrieval and disposal of records, as well as the legislation and codes that apply to the record keeping sector.

## Subject Choices

- Effective Workplace Communication
- Business Records Systems and Information
- Maintain Workplace Safety and Wellbeing
- Organise Personal Work Priorities
- Key Record Keeping Functions
- Contribute to Sustainable Work Practices
- Engage with Customers (E)
- Effective Team and Work Practices (E)

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business \(Records and Information Management\)](#) page.