

Certificate III in Recordkeeping

BSB30815



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 Recordkeeping. Learn about the control, retrieval and disposal of records, as well as the legislation and codes that apply to the record keeping sector. A wide range of elective options are available to meet your specific interests.

Understanding the Functions and Fundamentals

The Certificate III in Recordkeeping course covers the essential knowledge and skills to join this specialist career field, and applies equally to council, legal, government and corporate records departments. Electives in customer service, business writing, wordprocessing and mail are some of the elective options

Subject Choices 2 - 4 Electives are required (depending on subjects chosen)

- Effective Recordkeeping
- Maintaining Records
- Disposal of Records
- Workplace Safety
- Critical Service Skills (E)
- Work Roles and Priorities (E)
- Business Writing Basics (E)
- Spreadsheets - An Introduction (E)
- Purchase Business Resources (E)
- Outlook - Email Communication (E)
- Workplace Mail and Documents (E)
- Word Processing Skills (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 Recordkeeping](#) page.