



Certificate III in Recordkeeping

BSB30815



ENTER THIS SPECIALIST FIELD AND
START YOUR CAREER IN
RECORDKEEPING

About This Course

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.

The Certificate III in Recordkeeping will help you understand the record keeping functions, and the fundamentals of record control, accountability and classification. This 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 Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 8 months

Group Training:
Workshops available

Course Fees: \$3,300 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$3,300	\$1,390	\$3,300	\$1,312			\$3,300	\$1,137

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$3,300	\$1,390		\$1,312				

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
		\$3,300	\$1,312			\$3,300	

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA

* NSW fees depend on previous qualification levels

** Subject to eligibility and availability at the time of enrolment



Entry Requirements

Work Placement

It is required that you be working in a Records role during this qualification. Assessments require access to workplace records management procedures.

Reading and Writing Skills

The course is an online correspondence course so you need to have basic English reading and writing skills, or higher. As a guide - you should have completed Year 10 schooling, or have proven workplace written communication skills.

Spoken English Skills

To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Numeracy Skills

Numeracy skills are only required to a basic level eg calculations with calculators.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other

- Ability to study and conduct assessments in a safe environment

Subject Descriptions

Core Subjects:

Effective Recordkeeping

This subject is an introduction to efficient record keeping functions and policies within the specialised field of Records Management. Covering the legislative requirements of records management and creation, effective was of capturing and classifying records to ensure accurate tracking for audit.

Unit(s):

BSBRKG301 - Control records

BSBRKG305 - Review recordkeeping functions

Maintaining Records

Maintaining Records look at the way records are captured, stored and received and addresses concepts like meta data and sort order as well as the security and legislative requirements are needed when maintaining records.

Unit(s):

BSBRKG303 - Retrieve information from records

BSBRKG304 - Maintain business records

Disposal of Records

Disposal of records covers off the ways to undertake disposal by using the disposal authority and record survey's as well as determining disposal actions and legislative requirements.

Unit(s):

BSBRKG302 - Undertake disposal

Workplace Safety

This subject covers the skills and knowledge required to work in a healthy and safe manner. You will learn to recognise hazards, the importance of safety signs and how to raise safety issues within a workplace. This is a great entry level subject to help you act and respond in a safe manner and it also covers how to respond to emergency incidents.

Unit(s):

BSBWHS201 - Contribute to health and safety of self and others

Elective Subjects: 2 - 4 Electives are required (depending on subjects chosen)

Critical Service Skills

Customer service is a key function in all job roles. This subject provides information and knowledge on identifying the customers needs and delivering good customer service. As well as covering practical service skills there is specific emphasis on customers with special needs, working in a culturally diverse workplace and effective complaint handling skills. In this subject you will also learn about typical procedures that businesses want applied to any complaints received, and how to best adapt your communication to the specific needs of the customer. An alternative assessment is available that specifically addresses internal customer service roles.

Unit(s):

BSBCMM301 - Process customer complaints

BSBCUS301 - Deliver and monitor a service to customers

BSBDIV301 - Work effectively with diversity

Work Roles and Priorities

Being able to organise personal work priorities is an essential job skill. Learn how to set and meet work priorities through time management and planning your work schedule. Skills to identify potential problems and prevent stress in the workplace are also covered. Also learn the importance of professional development activities.

Unit(s):

BSBWOR301 - Organise personal work priorities and development

BSBWRK311 - Develop self-awareness

BSBWOR201 - Manage personal stress in the workplace

Business Writing Basics

Learn to develop a good writing style for creating standard business documents such as basic letters, invoices, memos, messages and emails. You will also get tips on reviewing, proofreading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):

BSBWRT301 - Write simple documents

BSBADM302 - Produce texts from notes

Spreadsheets - An Introduction

In this introductory subject, learn the fundamentals of working with excel, working with tables and formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data.

Unit(s):

BSBITU314 - Design and produce spreadsheets

Purchase Business Resources

Significant cost savings can be made by managing the purchasing process. This subject looks at ways to cost equipment replacement, consumables and maintenance, and how to follow a companies purchasing procedures.

Unit(s):

BSBADM311 - Maintain business resources

BSBPUR301 - Purchase goods and services

Outlook - Email Communication

Outlook is the most commonly used email communication program used by businesses. Throughout this subject you will learn how to use the different features and functions that Outlook has to offer, such as creating emails, contacts and tasks. Learn how to get organised by creating folders and scheduling appointments and meetings for both yourself and others.

Unit(s):

BSBADM307 - Organise schedules

BSBITU213 - Use digital technologies to communicate remotely

Workplace Mail and Documents

This subject covers the handling and receipt of incoming and outgoing mail in accordance with Australia Post Guidelines. Topics also address other delivery systems such as couriers and DX mail. A key focus is to learn how to find the most cost effective delivery option that meets your required time frame for delivery.

Unit(s):

BSBINM303 - Handle receipt and despatch of information

BSBINM202 - Handle mail

Word Processing Skills

Learn key word processing skills that will allow you to create template documents, design and prepare multiple page documents, use mail merge and apply styles in accordance with any organisational style guides. You will also learn how to insert tables and images and an excel graph or chart into your word document to improve its readability and appeal.

Unit(s):

BSBITU313 - Design and produce digital text documents

BSBITU306 - Design and produce business documents

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily.

We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.