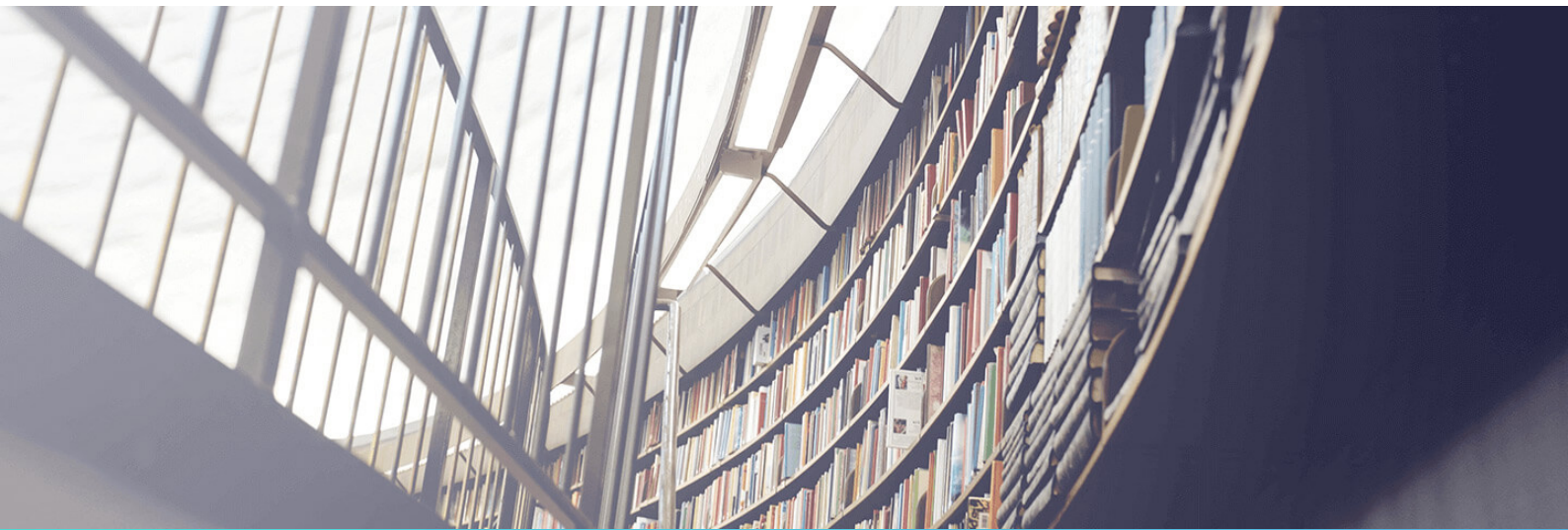# Certificate IV in Business (Records and Information Management)

BSB40120

ADVANCED RECORD MANAGEMENT SKILLS FOR RECORDS PROFESSIONALS

About This Course

Build on your existing business and recordkeeping skills with the Certificate IV in Business (Records and Information Management). You will also master the advanced skills you need to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions.

The Certificate IV in Records and Information Management will further your understanding and abilities in recordkeeping through core subjects teaching advanced concepts and techniques in the control, retrieval, maintenance and disposal of organisational records.

Subject Choices

- Undertake a Search of Records
- Making and Communicating Good Business Decisions
- Build Strong Business Relationships
- Mid Course Activity

- Develop Strong Business Writing Skills
- Implementing Effective Safety Procedures
- Manage Work Priorities and Personal Wellbeing
- Establishing an Effective Records and Information System

Key Course Facts

Start Date:

Start immediately

Delivery Options:

On-line/Correspondence

Duration:

Complete within 51 weeks

Group Training:

Contact the College for Availability

Course Fees: $$5,000.00 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:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
$350	$0	$5,000	$5,000	$800	$1,045	$5,000	$5,000

Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	$800	$1,045	N/A	N/A

School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subsidised Training Options for this Qualification *

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.
** Subject to eligibility and availability at the time of enrolment

Entry Requirements

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Prior Studies or Past Recordkeeping Experience

To be successful in this qualification you must have some pre-existing knowledge about records management processes and systems. To enrol in this course you must have either a Certificate III in Recordkeeping, Certificate III in Business (Records and Information Management), Certificate III in Business or at least 2 years' experience in an office work role where record keeping was a part of your duties.

Literacy Skills

Reading Skills
You must be able to:
Interpret and analyse complex texts relevant to workplace requirements (ie policies and procedures)
Read, analyse and evaluate information and ideas to extract meaning relevant to the topic
Use different reading strategies to draw meaning for complex texts (ie identifying, questioning, previewing)

As a guide - you should have completed Year 12 schooling, or have proven workplace reading skills.

Writing Skills
You must be able to:
Clearly communicate complex ideas and information in writing
Draft complex emails and letters to convey required information or ideas
Demonstrate knowledge of written structure and layout appropriate to the purpose

As a guide - you must have completed Year 12 schooling, or have proven workplace written communication skills.

Language Skills (Spoken English)

You must be able to:
Demonstrate flexibility in spoken language by using the appropriate structure and/or strategy
Extract the key ideas or information from spoken conversations across a range of contexts
Explain complex procedures and give clear sequenced instructions to others in familiar setting

As a basic guide - you must have sufficient English speaking skills to be able to communicate effectively and professionally with your Student Adviser over the phone.

Numeracy Skills

You must be able to:
Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 10 schooling, or have a working knowledge of basic mathematical functions.

Computer and Internet Requirements

You must have:

Access to a Desktop Computer or Laptop although some course work may be completed via mobile devices.

Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.

Microsoft Office 2010 Word (or higher)

Subject specific Microsoft Office products for chosen electives (ie Excel or Powerpoint).

Note: We do not support other applications like Pages or Numbers.

Digital Literacy Skills

You must be able to:

Open and use a computer application (such as your Web Browser)

Navigate a website by following instructions and follow website "links"

Type and edit text eg for both short and long answer assessment questions

Select the appropriate answers in a multiple choice list (select the correct option(s))

Download, save, edit and upload documents or files

Write, edit, send, receive and save emails

Open and use a word processing application (such as Microsoft Word or Google Docs)

Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

Subject Descriptions

Core Subjects:

Undertake a Search of Records

A specialist record keeping subject: Status of a Record covers off the ways to undertake record disposal by reference to the organisational disposal authority. Topics include record surveys, determining disposal actions, and legislative requirements. This subject looks at a manual records system to ensure that learners understand what a records management software system is doing when they undertake disposal functions

Unit(s):

BSBINS408 - Provide information from and about records

BSBINS409 - Maintain and monitor digital information and records

Making and Communicating Good Business Decisions

This subject focuses on the skills required to make and communicate sound business decisions. Active listening, critical and creative thinking, problem solving and using workplace data lead directly into how to best communicate results to your stakeholders.

Unit(s):

BSBCRT411 - Apply critical thinking to work practices

BSBTEC404 - Use digital technologies to collaborate in a work environment

BSBXCM401 - Apply communication strategies in the workplace

Build Strong Business Relationships

This subject has been structured to progressively develop the students skill and knowledge in the building, managing and maintaining of business relationships to support business outcomes. It has an emphasis on the skills required for longer term relationship building.

Unit(s):

BSBTWK401 - Build and maintain business relationships

Mid Course Activity

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

Develop Strong Business Writing Skills

This subject addresses the skills and knowledge required to plan documents, draft text and produce documents of some complexity such as reports, detailed letters and proposals and general promotion documents.

Unit(s):

BSBWRT411 - Write complex documents

Implementing Effective Safety Procedures

Supervisors and team leaders have strict legal obligations under safety legislation. Learn what these are, as well as the practical skills to identify, risk assess and resolve safety concerns. This subject also teaches how to better understand safety statistics and identify factors that can reduce injuries, and ensure the business is productive and profitable.

Unit(s):

BSBWHS411 - Implement and monitor WHS policies, procedures and programs

Manage Work Priorities and Personal Wellbeing

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.

Unit(s):

BSBPEF401 - Manage personal health and wellbeing

BSBPEF402 - Develop personal work priorities

Establishing an Effective Records and Information System

Establishing a records system examines what is records management, why the need for records systems, what the components are of a good records system and how to conduct a records management needs analysis.

Unit(s):

BSBINS402 - Coordinate workplace information systems

BSBINS410 - Implement records systems for small business

Service Guarantees

Quality Training Provider

ACCM has 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 applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via 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 a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.
They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.
For employment based enrolments they will also make contact with your work supervisors 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.