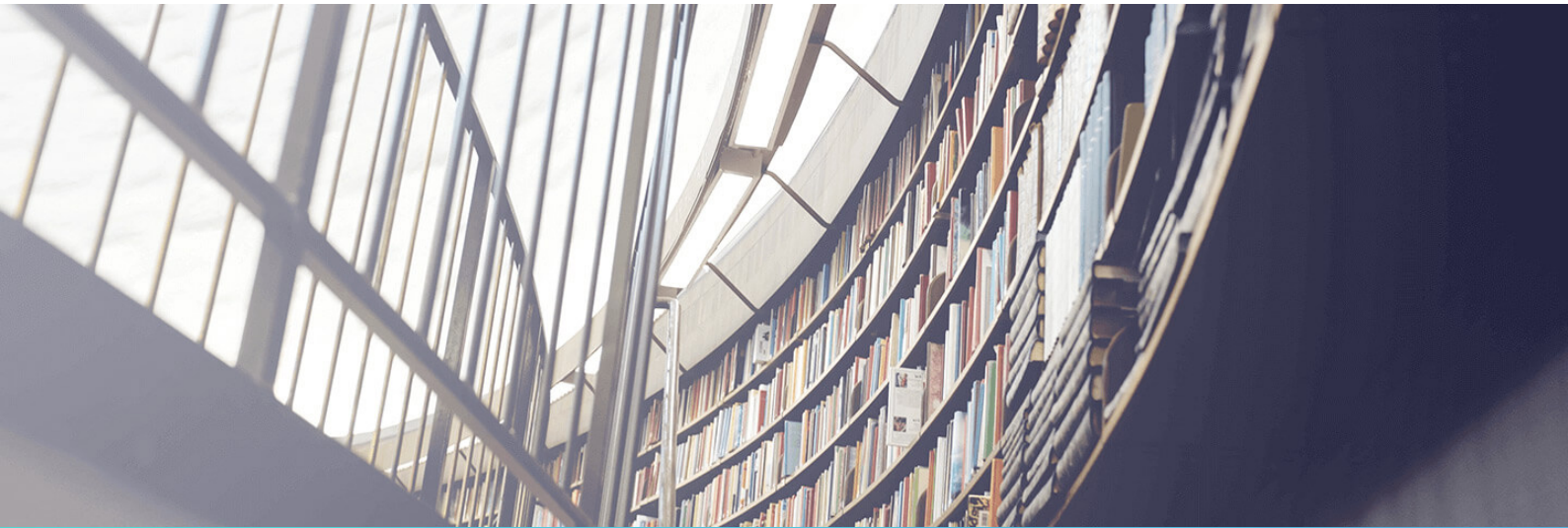




Certificate IV in Business (Records and Information Management)

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). Ensure that you have the necessary customer service management and client relationship skills to be successful in your chosen industry. 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.

Subject Choices

- Professional and Effective Work Practices
- Making and Communicating Good Business Decisions
- Building Strong Customer Relationships
- Develop Strong Business Writing Skills
- Implementing Effective Safety Procedures
- Undertake a Search of Records
- Establishing an Effective Records and Information System

Key Course Facts

Start Date:

Start immediately

Duration:

Complete within 12 months

Delivery Options:

On-line/Correspondence

Group Training:

Contact the College for Availability

Course Fees: \$5,000 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
\$0	\$2,050	\$5,000	\$5,000	\$5,000	N/A	\$5,000	\$1,690

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
N/A	\$2,050	N/A	N/A	N/A	N/A	N/A	N/A

School Based Traineeship Fees for this Qualification:

NSW	ACT	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 *

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,580	\$2,490	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

Past Work Experience

To enrol in this course you must have either Certificate III in Recordkeeping , Certificate III in Business (Records and Information Management) or over 2 years experience in a specialist Records role.

Prior Studies

To enrol in this course you must have either Certificate III in Recordkeeping , Certificate III in Business (Records and Information Management) or over 2 years experience in a specialist Records role.

Reading and Writing Skills

The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound 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; some course work may be completed via mobile devices
- 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:

Professional and Effective Work Practices

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):

BSBPEF401 - Manage personal health and wellbeing

BSBPEF402 - Develop personal work priorities

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

Building Strong Customer Relationships

This subject has been structured to progressively develop the students skill and knowledge in the building, managing and maintaining of customer relationships to support business outcomes. It explains the difference between customer service and customer relationship building; with an emphasis on the skills required for longer term relationship building. This includes considering a range of client relationship strategies and also how to use networking effectively.

Unit(s):

BSBTWK401 - Build and maintain business relationships

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

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

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.
