



Certificate IV in Recordkeeping

BSB41715

ADVANCED RECORD MANAGEMENT SKILLS FOR RECORDS PROFESSIONALS

For experienced Records Officers, the Certificate IV in Recordkeeping will give you the advanced skills you need to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions. This makes the Certificate IV in Recordkeeping the perfect course for any recordkeeping officer that wants to show commitment to advancing their career.

Advance Your Techniques

The Certificate IV in Recordkeeping 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. You are then encouraged to choose between a wide range of business and management electives to create a well balanced and relevant course.

Subject Choices 3 - 4 Electives are required (depending on subjects chosen)

- Managing Records
- Status of a Record
- Establishing a Record System
- Effective Recordkeeping (E)
- Co-ordinate Customer Service Delivery (E)
- Prioritising to Achieve Team Goals (E)
- Build Client Relationships (E)
- Meetings and Business Travel (E)
- Implement Sustainability (E)
- Leadership Skills (E)
- Team Effectiveness (E)
- More electives available

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 IV in Recordkeeping](#) page.