

CERTIFICATE III IN RECORDKEEPING



OVERVIEW

Our program has been developed for trainees and provides practical skills and knowledge to support the development of business recordkeeping skills that can be applied across a range of industry sectors and workplaces. Through the customisation of electives (see over), training can be focussed to a range of job roles, including:

- Administration Assistant
- Archiving Officer
- Assistant Registry Officer
- Records Officer
- Information Services Officer
- Coding Clerk

TRAINING DELIVERY MODE

Skills@Top offers enrolment in this program through self-paced online learning. Students are provided with an E-Learning student portal (and login details) with 24/7 access, together with learning and assessment materials for each unit of competency. Our educators are available to provide one-on-one tailored assistance and support for the duration of the Training Plan (during business hours) through our Student Help Desk.

A customised Training Plan will be developed upon enrolment, outlining unit selection (and sequencing), support periods and due dates for assessment submission.

DURATION

Skills@Top offers online training support and assessment services for a period of up to 12 months from the date of enrolment in this qualification. As online learning is self-paced, the duration can vary based on individual learning needs (and unit selection), however, it is recommended that students allocate a study schedule of up to 10-12 hours per week to ensure that the goals of the Training Plan can be achieved. *Previous relevant experience and/or qualifications may allow you to apply for Recognition of Prior Learning or Credit Transfer which can reduce the cost and shorten the study and support period that will apply (this will be identified in your Training Plan).*

COURSE PRE-REQUISITIES

- **Skills@Top is only currently accepting enrolments in this training program from students undertaking a registered Certificate III in Recordkeeping traineeship.**
- Sufficient literacy, numeracy and technical skills to complete training program in an online learning environment.
- Computer with compatible operating system (Windows 10 or higher), together with:
 - Web browser (such as Chrome, Firefox or Internet Explorer)
 - Email address and stable internet connection with reliable speed (at least 5mbps)
 - Microsoft Office (including MS Word, MS Excel and MS PowerPoint) and Adobe Reader

FEES AND CHARGES

Please contact Skills@Top on 3812 2920 or email skills@topoffice.com.au for a training quotation to be emailed.

Skills@Top (Registered Training Organisation 0653)

9 Darling Street (PO Box 607), Ipswich Qld 4305

P: 07 3812 2920 | E: skills@topoffice.com.au | W: www.topoffice.com.au



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UNIT SELECTION

To attain this Nationally Recognised qualification (Certificate III in Recordkeeping), you are required to complete 12 units of competency. Skills@Top can offer this as follows:

- **5 core units** (listed below); plus
- **7 elective units** (selected from below “elective units” or “imported units” - if selecting from “imported units”, only one unit may be at a Certificate II or Certificate IV qualification level)

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

CORE UNITS	Recordkeeping	BSBRKG301	Control records
		BSBRKG302	Undertake disposal
		BSBRKG303	Retrieve information from records
		BSBRKG304	Maintain business records
		BSBRKG305	Review recordkeeping functions
ELECTIVE UNITS	General Administration	BSBADM311	Maintain business resources
	Interpersonal Skills	BSBCMM301	Process customer complaints
	Customer Service	BSBCUS301	Deliver and monitor a service to customers
	Diversity	BSBDIV301	Work effectively with diversity
	Financial Administration	BSBFIA301	Maintain financial records
	Information Management	BSBINM301	Organise workplace information
		BSBINM302	Utilise a knowledge management system
	Innovation	BSBINN201	Contribute to workplace innovation
	IT Use	BSBITU306	Design and produce business documents
		BSBITU309	Produce desktop published documents
		BSBITU312	Create electronic presentations
BSBITU313		Design and produce digital text documents	
BSBITU314		Design and produce spreadsheets	
BSBITU315	Purchase goods and services online		
Product Skills and Advice	BSBPRO301	Recommend products and services	
Workplace Effectiveness	BSBWOR301	Organise personal work priorities and development	
Writing	BSBWRT301	Write simple documents	
IMPORTED UNITS	General Administration	BSBADM302	Produce text from notes
		BSBADM307	Organise schedules
	Frontline Management	BSBFLM303	Contribute to effective workplace relationships
		BSBFLM305	Support operational plan
		BSBFLM309	Support continuous improvement systems and processes
	IT Use	BSBITU307	Develop keyboarding speed and accuracy
	Purchasing	BSBPUR301	Purchase goods and services
Workplace Effectiveness	BSBWOR204	Use business technology	
Workplace Health and Safety	BSBWHS201	Contribute to health and safety of self and others	

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