Certificate IV in Recordkeeping

BSB41715

ADVANCED RECORD MANAGEMENT SKILLS FOR RECORDS PROFESSIONALS

September 2017
About This Course

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.

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

- Managing Records
- Status of a Record
- Establishing a Record System
- Effective Record Keeping (E)
- Co-ordinate Customer Service (E)
- Prioritising to Achieve Team Goals (E)
- Business Networks (E)
- Meetings and Business Travel (E)
- Implement Sustainability (E)
- Leadership Skills (E)
- Team Effectiveness (E)
- Risk Management Strategies (E)
- Keeping Your Work Team Safe (E)
- Office Technology (E)
- Quality Planning (E)
- Write Complex Business Documents (E)
- Word Processing - Advanced (E)
- More electives available
**Key Course Facts**

**Start Date:**
Start immediately

**Duration:**
Complete within 12 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

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**Course Fees:** $4,400  
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:**

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**Existing Worker Traineeship Fees for this Qualification:**

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**Subsidised Training Options for this Qualification:**

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

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
• 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:

Managing Records

Managing Records covers the way records in a records system are used to source information within a business, as well as the security and legislative requirements are needed when maintaining records. This subject looks at managing and retrieving files, with a focus on electronic records. Problem solving for security access and lost records is also addressed.

Unit(s):
BSBRKG402 - Provide information from and about records
BSBRKG404 - Monitor and maintain records in an online environment

Status of a Record

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):
BSBRKG401 - Review the status of a record

Establishing a Record 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):
BSBRKG403 - Set up a business or records system for a small business

Elective Subjects: 3 - 4 Electives are required (depending on subjects chosen)

Effective Record Keeping

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):
BSBRKG305 - Review recordkeeping functions
Co-ordinate Customer Service

Providing good service to your internal and external customers is a critical responsibility for managers. Learn how to identify the key aspects of service delivery important to your customers, and how to train staff to deliver this.

Unit(s):
BSBCUS401 - Coordinate implementation of customer service strategies
BSBCUS402 - Address customer needs

Prioritising to Achieve Team Goals

Achieving goals is at the heart of leadership success. You will learn how to set effective targets and priorities to maximise your productivity and results. This subject covers how to assess urgency and priorities, plan work schedules, monitor individual and team performance and set professional development goals.

Unit(s):
BSBWOR403 - Manage stress in the workplace
BSBWOR404 - Develop work priorities

Business Networks

Business networking is an important skill in many roles. This subject looks at ways to identify business networks you should belong to and ways to make valuable contacts when participating. This subject involves practical communication skills and also requires the use of persuasive communication skills.

Unit(s):
BSBREL401 - Establish networks
BSBREL402 - Build client relationships and business networks

Meetings and Business Travel

This subject provides the skills and knowledge required to organise effective meetings including the preparation and distribution of meeting related documents such as agendas and minutes. It also covers skills and knowledge required to organise business travel, including preparing travel related documentation and making travel bookings.

Unit(s):
BSBADM405 - Organise meetings
BSBADM406 - Organise business travel

Implement Sustainability

Significant cost savings can be made by managing workplace technology in a sustainable way. This subject looks at ways to cost equipment replacement, consumables and maintenance, and how to apply “green” practices that benefit the business as well as the environment.

Unit(s):
BSBADM409 - Coordinate business resources
BSBSUS401 - Implement and monitor environmentally sustainable work practices

Leadership Skills

This subject is specifically designed to lay a strong leadership foundation for learners. Focusing on key leadership elements such as communication, organisational behaviour, being a role model, problem solving, delivering feedback and effective decision making, this subject is perfect for anyone looking to build or enhance their leadership skills.

Unit(s):
BSBMGT401 - Show leadership in the workplace
BSBLDR401 - Communicate effectively as a workplace leader
Team Effectiveness
Teams need sound leadership to prosper. This important subject breaks down the art of leading effective teams into the key elements of inspiring trust, effective communication, setting targets and building relationships. Special attention is given to teaching leaders how to successfully manage both individual and team conflict and improve team performance.

Unit(s):
BSBLDR402 - Lead effective workplace relationships
BSBLDR403 - Lead team effectiveness

Risk Management Strategies
Risk Management Strategies covers risk context and risk identification, as well as risk management processes. The subject looks into the analysis of a risk, its causes, and ways to consider risk tolerance. Strategies for controlling and treating risks, as well as reviewing and monitoring those risks, are considered.

Unit(s):
BSBRSK401 - Identify risk and apply risk management processes

Keeping Your Work Team Safe
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):
BSBWS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Office Technology
In today’s workplace, technology is key. In this subject you will learn about workplace technology and its maintenance, as well as virus protection, maintaining systems integrity and security, applying new technology and managing new technology, as well as equipment consumables and supplies.

Unit(s):
BSBIT401 - Maintain business technology

Quality Planning
Long term success in business is a direct result of sound planning and having a quality focus. This subject teaches how to set realistic operational goals, effectively plan activities and prepare for contingencies. The concepts and methods of continuous improvement processes are also addressed throughout the subject to allow operational plans to be adapted and improved throughout their execution phase.

Unit(s):
BSBMGT403 - Implement continuous improvement
BSBMGT402 - Implement operational plan

Write Complex Business Documents
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):
BSBWRT401 - Write complex documents
**Word Processing - Advanced**

Building on your basic knowledge of word processing, this subject goes into time saving techniques such as mail merge, the creation of template documents and handling multiple paged documents. You will learn how to insert applications and design and layout documents, as well as to follow and create your own style guides. This subject will also cover linking and embedding objects, formulas, fields and macros into your documents, including interactive fields and electronic forms.

Unit(s):

BSBITU401 - Design and develop complex text documents

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**Spreadsheet - Advanced**

This advanced subject allows you to build on the basics of working with excel and creating formulas. You will learn how to best layout and show information and create charts, as well as save and store workplace documents safely, efficient computing and hazard identification. You will also learn time saving functions such as named ranges, linking and consolidating data, data tables, array formulas, data validation, macros, templates and cell protection.

Unit(s):

BSBITU402 - Develop and use complex spreadsheets
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 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 be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.