

## Certificate III in Record Keeping (BSB30807)

### Who is this course for?

The course is especially designed for those who are interested in a future in Record Keeping. Successful completion of this course can lead to futures careers as:

- Administration Officer
- Assistant Records Clerk
- Assistant Registry Officer

### CORE UNITS

BSBRKG301B	Control records
BSBRKG302B	Undertake disposal
BSBRKG303B	Retrieve information from records

### ELECTIVE UNITS

BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBADM311A	Maintain business resources
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system
BSBINN201A	Contribute to workplace innovation
BSBCMM301A	Process customer complaints
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations

### What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires twelve (12) units of competency.



BSBRKG304B	Maintain business records
BSBRKG305A	Review recordkeeping functions
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBITU305A	Conduct online transactions
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBPRO301A	Recommend products and services
BSBSUS301A	Implement and monitor environmentally sustainable work
BSBWOR301A	Organise personal work priorities and development
BSBWOR302A	Work effectively as an off-site worker
BSBWRT301A	Write simple documents

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification:

<http://employabilityskills.training.com.au>.

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