



RTO NO. 41206
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BSB30815

Certificate III in Recordkeeping



NATIONALLY RECOGNISED
TRAINING

alffie's BSB30815 - Certificate III in Recordkeeping prepares you for a variety of clerical roles within modern office environments across a broad range of industries.

Throughout this course, *alffie's* friendly team will assist you to develop skills and knowledge that will enable you to work confidently and effectively in an entry-level clerical role that involves working with records.

This qualification reflects the role of individuals who apply some understanding of relevant theoretical knowledge relating to recordkeeping functions in the workplace. While it may apply to individuals whose sole workplace function is recordkeeping, it will also apply to people working in administration and human resources management.

Course duration

Total: 810 hours

Semester 1: 405 hours

Semester 2: 405 hours

Delivery Mode

This course is delivered online through written and audiovisual lesson material and interactive assessment activities.

Units of competency

alffie's BSB30815 - Certificate III in Recordkeeping includes the units listed below.

Semester 1

BSBWHS302 - Apply knowledge of WHS legislation in the workplace

BSBDIV301 - Work effectively with diversity

BSBWOR301 - Organise personal work priorities and development

BSBCUS301 - Deliver and monitor a service to customers

BSBCMM301 - Process customer complaints

BSBRKG305 - Review record-keeping functions

Semester 2

BSBINM301 - Organise workplace information

BSBRKG301 - Control Records

BSBRKG303 - Retrieve information from records

BSBRKG304 - Maintain business records

BSBRKG302 - Undertake disposal

BSBINN201 - Contribute to workplace innovation

Entry requirements

It is a government requirement that students undertaking Nationally Recognised Training in Australia have a unique student identifier (USI). To begin this course, you will need a USI.

For more information on USIs, go to: www.usi.gov.au

In addition to a USI, to begin and complete this course, students will need:

- Regular access to a computer, tablet or smartphone (note: there may be activities in the course that need to be completed using a desktop computer rather than a tablet or smartphone).
- An email address and regular access to a reliable internet connection.
- Basic to intermediate computer, or digital device, navigation skills.
- To meet certain language, literacy and numeracy (LLN) requirements and pass a short LLN test.
- The ability and willingness to study lesson material and complete assessment activities.
- PDF reader software (e.g., Adobe Acrobat) installed on their computer or the digital device they are using to access their course.
- The ability to communicate directly with *alffie* in English.
- The ability to understand and follow detailed instructions given verbally or written in English.

Outcome

Upon completion of this course, you will be issued with a BSB30815 - Certificate III in Recordkeeping. Examples of the job roles that this qualification relates to include:

- Assistant Records Clerk
- Assistant Registry Officer
- Information Officer
- Administration Officer
- Records Officer
- Human Resources Clerk

Please note: To be issued with a BSB30815 - Certificate III in Recordkeeping, you must complete and submit the assessments for every unit within the course and have them marked as 'satisfactory' by an *alffie* assessor.