



**Australian
College**
of Commerce & Management

Certificate III in Business (Records and Information Management)

BSB30120

Effective recordkeeping requires specific training to ensure access, safekeeping and compliance



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Effective workplace communication
Workplace safety and sustainability
Inclusive practices and personal wellbeing
Word processing and spreadsheets

Specialty Skills

Organising workplace information
Maintaining records securely and safely
Retrieving information efficiently
Controlling workplace records
Securely managing personal data

30 YEARS
of meeting employers' needs

CERTIFICATE III IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT) **BSB30120**

COURSE DESCRIPTION:

Large organisations have sophisticated records management systems. Start your staffs' career in this specialist professional field with the right qualification, where they will learn about the control, retrieval and disposal of records, as well as recordkeeping legislation and codes.

SUBJECT	UNIT	CODE	DURATION (weeks)
Effective Workplace Communication	• Engage in workplace communication	BSBXCM301	7
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
Business Records Systems and Information	• Organise workplace information	BSBINS302	7
	• Maintain business records	BSBINS309	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	5
	• Support personal wellbeing in the workplace	BSBPEF201	
Organise Personal Work Priorities	• Organise personal work priorities	BSBPEF301	3
Key Recordkeeping Functions	• Retrieve information from records	BSBINS307	9
	• Securely manage personally identifiable information and workplace information	BSBXCS303	
	• Control records	BSBINS308	
Contribute to Sustainable Work Practices	• Participate in sustainable work practices	BSBSUS211	5
	• Apply critical thinking skills in a team environment	BSBCRT311	
Practical Word Processing	• Design and produce business documents	BSBTEC301	5
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4

If you would like to discuss additional electives, please contact us.

FEES - BSB30120 CERTIFICATE III IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2800	\$2800
Australian Capital Territory	\$350	\$350	\$2800
South Australia	\$2800	\$2800	\$2800
Tasmania	\$821	\$821	\$2800
QLD, WA, NT, VIC	\$2800	\$2800	\$2800

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Supported by
**Government of
South Australia**

Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING