



**Australian
College**
of Commerce & Management

Certificate IV in Business (Records and Information Management)

BSB40120

Advanced records management skills for
recordkeeping professionals



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 communication strategies
Writing complex professional documents
Managing priorities and personal wellbeing
Building strong business relationships

Specialty Skills

Implementing records systems
Coordinating information systems
Maintaining digital records
Searching records efficiently

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE IV IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT) **FNS30322**

COURSE DESCRIPTION:

Build on your staffs' existing business and recordkeeping skills with the Certificate IV in Business (Records and Information Management). Your valued team member will master the skills needed to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions.

SUBJECT	UNIT	CODE	DURATION (weeks)
Undertake a Search of Records	• Maintain and monitor digital information and records	BSBINS409	10
	• Provide information from and about records	BSBINS408	
Making and Communicating Good Business Decisions	• Apply critical thinking to work practices	BSBCRT411	7
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
	• Apply communication strategies in the workplace	BSBXCM401	
Building Strong Business Relationships	• Build and maintain business relationships	BSBTWK401	4
Develop Strong Business Writing Skills	• Write complex documents	BSBWHS411	8
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	8
Manage Work Priorities and Personal Wellbeing	• Manage personal health and wellbeing	BSBPEF401	4
	• Develop personal work priorities	BSBPEF402	
Establishing an Effective Records and Information System	• Implement records systems for small business	BSBINS410	9
	• Coordinate workplace information systems	BSBINS402	

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

FEES - BSB40120 CERTIFICATE IV IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$3750	\$3750
Australian Capital Territory	\$350	\$3750	\$3750
South Australia	\$3750	\$3750	\$3750
Tasmania	\$1045	\$1045	\$3750
QLD, WA, NT, VIC	\$3750	\$3750	\$3750

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)



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



NATIONALLY RECOGNISED
TRAINING