

# BSB30120 CERTIFICATE III IN **BUSINESS (RECORDS & INFORMATION MANAGEMENT)**



(RELEASE 1)

With this certificate you will learn how to organise and control workplace records and systems. Specifically designed for individuals seeking a career in managing information for a business. You will learn aspects of records management systems, record controls, communication, teamwork, and critical thinking skills.

## **DELIVERY**

Online through our custom learning management system. Students will be actively supported and mentored through your studies and can access our training hub for further support.

## **DURATION**

Flexible study options with enrolments being valid for up to 12 months.

## **EMPLOYMENT**

Career Pathways within this industry include:

- Administrator
- Records clerk
- Receptionist
- Data entry operator

# UNITS OF COMPETENCY

Our program is structured with the following units of competency:

## SEMESTER ONE

BSBCRT311 Apply critical thinking skills in a team environment  
BSBPEF201 Support personal wellbeing in the workplace  
BSBSUS211 Participate in sustainable work practices  
BSBTWK301 Use inclusive work practices  
BSBWHS311 Assist with maintaining workplace safety  
BSBXCM301 Engage in workplace communication

## SEMESTER TWO

BSBTEC201 Use business software applications  
BSBTEC202 Use digital technologies to communicate in a work environment  
BSBPMG430 Undertake project work  
BSBINS302 Organise workplace information  
BSBINS303 Use knowledge management systems  
BSBINS307 Retrieve information from records  
BSBINS309 Maintain business records

## ENTRY REQUIREMENTS

It is a government requirement that all students completing this course have a unique student identifier (USI). To commence this course students should register for a USI via [www.usi.gov.au](http://www.usi.gov.au)

Students will also require:

- Access to a computer, tablet or smartphone
- Personal email address
- Access to reliable internet connection
- Basic digital literacy skills
- Meet language, literacy and numeracy requirements
- PDF reader (for example Adobe Acrobat)
- Access to the MS Office suite (or equivalent)
- Motivation and capability to study course material and complete assessment activities

## GETTING STARTED

Give us a call on 1300 471 660, email us on [admin@keyinstitute.com.au](mailto:admin@keyinstitute.com.au) or visit our website [keyinstitute.com.au](http://keyinstitute.com.au) today.