

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



(RELEASE 2)

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
BSBPEF301 Organise personal work priorities
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

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 or visit our website keyinstitute.com.au today.