

BSB30120

Certificate III in Business
(Records and Information Management)



Course Overview

This course focuses on and has a specialisation in records and information management aimed at the provision of core skills required for entry level roles with records management, data entry and reporting requirements and responsibilities.

Course Content

Students undertaking this course can expect to develop competency skills and knowledge including:

- Critical thinking skills
- Wellbeing and balancing work/life responsibilities
- Workplace inclusivity and communication skills
- Microsoft Word and Excel application functionality
- Working with information management systems and managing workplace records and information
- Managing workplace and personal priorities

Cost

\$250.00 participant contribution

This course is Supported by the Government of South Australia. Participant Eligibility Criteria apply, visit www.skills.sa.gov.au for Participant Eligibility Criteria.

Pathways

On successful completion of assessment requirements, the learner will be issued with a Full Certificate, BSB30120 - Certificate III in Business (Records and Information Management)

Delivery

- 6 months duration (minimum)
- Part time and full-time study options available
- Distant learning combined with onsite practical assessment components in a simulated workplace environment

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Units of Competency Code & Title

BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBXCM301	Engage in workplace communication	Core
BSBTEC301	Design and produce business documents	Elective
BSBTEC302	Design and produce spreadsheets	Elective
BSBPEF301	Organise personal work priorities	Elective
BSBINS302	Organise workplace information	Elective
BSBINS303	Use knowledge management systems	Elective
BSBINS307	Retrieve information from records	Elective
BSBINS309	Maintain business records	Elective

The above units of competencies have been packaged based on the recommendation of industry experts through consultation and engagement practices. 4 units of competencies have been package for the provision of Administration specialisation. Variations to elective units can be discussed with your trainer/assessor upon enrolment.

Entry Requirements/Pre-requisites

- Must complete an Upfront Assessment of Needs (UAN)
- All learners must provide their USI upon enrolment.
- All participants of the course must provide 100 points of identification with at least 1 for of photo identification

Get Involved

If you have any questions, or would like to book your placement, please contact:

(08) 8405 8500 | learning@syc.net.au | **39-41 Dequetteville Terrace, Kent Town SA 5067**

