

## Accredited Records Management Courses

BSB60815

## Advanced Diploma in Recordkeeping



Relevancy Training  
& Consulting

**Course Enquiries:**

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**Enrolments:**

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# TRAINING



**Who should attend?**

Records and Information Management personnel with minimum 5 years experienced or who have completed a Certificate IV in Recordkeeping

**Location:** TBC, Perth, Western Australia

**Date:** 1st Session - 26<sup>th</sup> & 27<sup>th</sup> August 2019  
2nd Session - Date TBC

**Cost:** \$4,000 + GST per person  
10% discount for 3 or more participants from the one organisation.

**Duration:** 8 units delivered over 4 days

**Units Covered:**

- BSBRKG601 Define recordkeeping framework
- BSBRKG603 Prepare a functional analysis for an organisation
- BSBRKG606 Design a records retention and disposal schedule
- BSBRKG607 Document and monitor the record creating context
- BSBRKG608 Plan management of records over time
- BSBMGT616 Develop and implement strategic plans
- BSBMGT605 Promote leadership across the organization
- BSBINN601 Lead and manage organizational

*Note : Additional work out of the classroom is required to complete the course.*

**Registrations:** The course is subject to minimum numbers. Please complete the attached course enrolment registration form. **This registration will not be processed until adequate numbers are secured and your participation confirmed.**