

Accredited Records Management Courses

BSB60815

Advanced Diploma in Recordkeeping



Relevancy Training
& Consulting

Course Enquiries:

chris.fripp@relevancy.com.au

Enrolments:

tony.walker@relevancy.com.
au

TRAINING



Who should attend?

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

Location: Wannon Water

Date: 1st Session 14th & 15th March 2019
2nd Session 14th & 15th October 2019

Cost: \$4,000 + GST per person
10% discount for 3 or more participants from the one organisation.
As the second session of the course will be delivered in October 2019 the course fee can be invoiced in 2 instalments with the second half paid in next financial year's budget

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.**