

## Accredited Records Management Courses

BSB41715

## Certificate IV in Recordkeeping



Relevancy Training  
& Consulting

**Course Enquiries:**

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**Enrolments:**

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# TRAINING



**Who should attend?**

Records and Information Management workers, Governance and IT staff, Administrative staff, any staff new to managing information, documents and records

**Location:** Wannon Water

**Date:** 1st Session 12<sup>th</sup> & 13<sup>th</sup> March 2019  
2nd Session 16<sup>th</sup> – 18<sup>th</sup> 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:** 10 units delivered over 5 days

**Units Covered:**

- BSBRKG401 Review the status of a record
- BSBRKG402 Provide information from and about records
- BSBRKG403 Set up a business or records system for a small office
- BSBRKG404 Monitor and maintain records in an online environment
- BSBCMM401 Make a presentation
- BSBPMG522 Undertake project work
- BSBINN301 Promote innovation in a team environment
- BSBMKG414 Undertake marketing activities
- BSBLDR403 Lead team effectiveness
- BSBCUS402 Address customer need

*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.**