

ADVANCED DIPLOMA OF RECORDKEEPING



COURSE SUMMARY

COURSE REQUIREMENTS

Total number of units = 8 (This qualification has no core units)

QUALIFICATION DESCRIPTION

This qualification reflects the role of records and information managers who have a detailed understanding and specialist knowledge of business or records systems. They may provide strategic direction for business or records systems in larger organisations with responsibility for a team. They may also be individuals with sole responsibility for business or records systems in smaller organisations.

PATHWAYS

Preferred pathways for candidates considering this qualification include; BSB51715 Diploma of Recordkeeping or other relevant qualification/s; or with substantial vocational experience in business or records systems without a formal qualification. After achieving this qualification participants may continue studies through enrolment in a university degree, applying for articulation on a case by case basis.

UNITS OF COMPETENCY

CORE UNITS - Minimum 5 units

BSBRKG601	Define recordkeeping framework*
BSBRKG603	Prepare a functional analysis for an organisation*
BSBRKG604	Determine security and access rules and procedures
BSBRKG605	Determine records requirements to document a function
BSBRKG606	Design a records retention and disposal schedule*
BSBRKG607	Document and monitor the record creating context*
BSBRKG608	Plan management of records over time*

ELECTIVE UNITS - Select 3 from:

	Either or both of the remaining recordkeeping units above
	One (1) recordkeeping unit from the Diploma qualification
BSBFIN601	Manage finances
BSBINN601	Lead and manage organisational change*
BSBMGT605	Provide leadership across the organisation*
BSBMGT616	Develop and implement strategic plans*
BSBMGT617	Develop and implement a business plan
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability

Other electives listed under this course in the Business Services Training Package are available for RPL.

* Units delivered at Face to Face course

LICENSING/REGULATORY REQUIREMENTS

No licensing, legislative or certification requirements currently apply to this qualification.

ENTRY REQUIREMENTS

There are no entry requirements or pre-requisites for enrolment into this qualification.

DELIVERY OPTIONS

The course delivery is distance based, a number of additional delivery options may be available and include; online; one on one tutorials; group tutorials; face to face courses and workplace delivery. Relevancy Pty Ltd will outline delivery options available to you at the time of enquiry.

ENROLMENT

Enrolment and commencement can be made at any time, you are not tied to semesters and the course is totally self-paced.

UNIT CREDITS

If you hold another accredited vocational qualification/s that is recent and relevant to record-keeping or business some unit credits may be available. Relevancy Pty Ltd will confirm credits on submission of transcript of units undertaken.

COURSE FEES

The course fees will be determined by method of delivery and any credits available. Relevancy Pty Ltd will confirm full course fees prior to the commencement of course and outline payment options. No additional course fees will be imposed once enrolment is made.

ENQUIRIES

Relevancy Pty Ltd has entered into a 3rd party agreement with **McMillan Staff Developments (McMillan), Registered Training Organisation Code 88187**. McMillan offer this qualification that Relevancy Pty Ltd deliver and assess on their behalf.

For more information about training with McMillan www.mcmillan.net.au or contact the Director, Ben McMillan on 02 62300266

Or for specific enquiries about this course contact Relevancy Pty Ltd at info@relevancy.com.au

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