



Certificate IV in Recordkeeping

Qualification Description

This qualification reflects the role of individuals who apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. The skills and knowledge gained from this qualification include the set-up, maintenance, and monitoring of records and record systems. This is a flexible business course and can be tailored to produce the business outcomes you require.

Award

The Certificate IV in Recordkeeping BSB41707 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Entry Requirements

No entry requirements apply to this qualification.

Career Opportunities

This qualification is suited to roles in a wide variety of contexts, which involve applying well-developed recordkeeping skills and a broad knowledge base.

Applicable occupations are:

Medical Records Officer

Records and Information Officer

Records and Information Clerk

Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

FOR FURTHER INFORMATION

Visit our website at

www.outsourcedservices.com.au

or call us on 1300 136 904





BSB41707 Certificate IV in Recordkeeping Requiring 10 units for the qualification

- **4 core units**
- **6 elective units**
- At least 2 elective units must be selected from the elective units listed below or from an equivalent level qualification within the BSB07 Business Services Training Package.
- The remaining elective units may be selected from the units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.
- Units from other Training Packages must not duplicate units selected from or available within BSB07 Business Services Training package

CORE UNITS

- BSBRKG401B Review the status of a record
- BSBRKG402B Provide information from and about records
- BSBRKG403B Set up a business or records system for a small office
- BSBRKG404A Monitor and maintain records in an online environment

ELECTIVE UNITS

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs
- BSBEBU401A Review and maintain a website
- BSBFIA402A Report on financial activity
- BSBADM409A Coordinate business resources
- BSBINN301A Promote innovation in a team environment
- BSBCM401A Make a presentation
- BSBITS401A Maintain business technology
- BSBITU401A Design and develop complex text documents
- BSBLED401A Develop teams and individuals
- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities





Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

- BSBMED401B Manage patient record keeping system.....
- BSBOHS407A Monitor a safe workplace
- BSBPMG510A Manage projects
- BSBREL401A Establish networks
- BSBRES401A Analyse and present research information.....
- BSBRSK401A Identify risk and apply risk management processes
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR402A Promote team effectiveness
- BSBWRT401A Write complex documents

