

Key Recordkeeping Skill Set

Target Group	This skill set is for individuals who have operational responsibilities with regards to records and/or recordkeeping systems.
Units	BSBRKG305A Review recordkeeping functions BSBRKG301B Control records BSBRKG302B Undertake disposal
Pathway	These units provide credit towards the BSB30807 Certificate III in Recordkeeping.
Suggested form of words for Statement of Attainment	These competencies from the BSB07 Business Services Training Package meet the industry requirements for recordkeeping at an operational level within an organisation.