

## Recordkeeping Domain of the Business Services Training Package

Supports Unit Code	Stock Code	Resource Title	Type	Unit Price
All Recordkeeping Units	<b>BR00</b>	Facilitator Guide for the Recordkeeping Units	Facilitators Guide	\$39.00
All Recordkeeping Units	<b>PR00</b>	Records Management: A Guide to Corp Kennedy & Schauder	Reference	\$50.95
BSBRKG301A	<b>BR31</b>	Control records	Learner Guide	\$24.95
BSBRKG302A	<b>BR32</b>	Undertake disposal	Learner Guide	\$24.95
BSBRKG303A	<b>BR33</b>	Retrieve information from records	Learner Guide	\$24.95
BSBRKG304A	<b>BR34</b>	Maintain business records	Learner Guide	\$24.95
BSBRKG401A	<b>BR41</b>	Review the status of a record	Learner Guide	\$24.95
BSBRKG402A	<b>BR42</b>	Provide information from & about records	Learner Guide	\$24.95
BSBRKG403A	<b>BR43</b>	Set up a business or records system for a small office	Learner Guide	\$24.95
BSBEBUS406A	<b>BE46</b>	Monitor & maintain records in an online environment	Learner Guide	\$24.95

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