RIMPA GLOBAL

Certificate III in Business
(Records and Information Management)

BSB30120

Course Duration and Delivery

Duration: 12 - 15 months
Delivery: Online study, Interactive virtual classroom and self-paced activities.

Entry Requirements

There are no formal entry requirements for this program.

Career and Job Opportunities

Certificate III in Business (Records and Information Management) is offered by RIMPA and is a nationally recognised qualification that will provide you with a head start in your career in both the government and private industry.

When the student has completed their Certificate III in Business with a specialisation in records and information management, the roles available to you include:

- Information Support Officer
- Information Operations Officer
- Records Officer
- Records Assistant

Important Details

For more details including fees and payment plans :
Call- **1800 242 611**
Email- **training@rimpa.com.au**
Visit- **www.rimpa.com.au**

About the Certificate

Certificate III in Business with a specialisation in Records and Information Management is nationally recognised in Australia to provide you and all employees with the skills and knowledge in areas of business and records that can then be utilised in any work environment.

For organisations and government departments to have modern records management systems, it's essential for one to understand how to organise and maintain records.

The outcomes of this course will provide you with the following skills :

- The foundation of record keeping
- Collaborative technology
- Critical thinking
- Workplace communication
- Well-being in the workplace
- Using business technologies
- Sustainability

Core Units

- BSBCRT311 Apply Critical Thinking Skills in a Team Environment
- BSBPEF201 Support Personal Wellbeing in the Workplace
- BSBSUS211 Participate in Sustainable Work Practices
- BSBTWK301 Use Inclusive Work Practices
- BSBWHS311 Assist with Maintaining Workplace Safety
- BSBXCM301 Engage in Workplace Communication

Electives

- BSBTEC404 Use Digital Technologies to Collaborate in a Work Environment
- BSBXCS303 Securely Manage Personally Identifiable Information and Workplace Information.
- BSBPMG430 Undertake Project Work.
- BSBINS302 Organise Workplace Information
- BSBINS307 Retrieve Information from Records
- BSBINS308 Control Records
- BSBINS309 Maintain Business Records

*Note: Certificate III in Business (Records and Information Management) in RIMPA is done in collaboration with College of Adult Learning (RTO 22228)