



Certificate IV in Business (Records and Information Management)

BSB40120

ADVANCED RECORD MANAGEMENT SKILLS FOR RECORDS PROFESSIONALS

Build on your existing business and recordkeeping skills with the Certificate IV in Business (Records and Information Management). You will also master the advanced skills you need to properly control essential business records, apply appraisal and classification systems and implement correct disposal actions.

Advance Your General Business Skills

This qualification will also ensure that you have the necessary customer service management, safety and communication skills to be successful in your chosen industry.

Subject Choices

- Undertake a Search of Records
- Making and Communicating Good Business Decisions
- Build Strong Business Relationships
- Mid Course Survey
- Develop Strong Business Writing Skills
- Implementing Effective Safety Procedures
- Manage Work Priorities and Personal Wellbeing
- Establishing an Effective Records and Information System

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate IV in Business \(Records and Information Management\)](#) page.