



SHORT COURSE

Records & Information Management

Description

This skill set focuses on how to organise workplace information, maintain records and retrieve information from records within a workplace setting.

Related Course Information

These units have been selected from BSB30120 - Certificate III in Business (Records and Information Management).

Units of Competency

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|------------------|-----------------------------------|
| BSBINS302 | Organise workplace information |
| BSBINS308 | Control records |
| BSBINS307 | Retrieve information from records |
| BSBINS309 | Maintain business records |



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