



Certificate III Recordkeeping RPL Application BSB07

Please fill in the following details to lodge your application with State Records for Certificate III Recordkeeping (BSB30807) and/or Certificate IV Recordkeeping (BSB41707). This application form must be submitted with your portfolio of evidence.

Further details of the RPL requirements can be found at the following web address, <http://www.archives.sa.gov.au/Training/trainingrpl/index.html>. RPL documentation can be downloaded from the website to assist you in the RPL procedure.

Once State Records have received your RPL application and portfolio of evidence, you will be notified of the final outcome of your application. State Records will advise you, in writing, within four (4) weeks of your submitted application. All correspondence will be posted to your nominated address.

Fees charged for RPL application are as listed and may be changed without prior notice. Fees for RPL are 50% of the cost of each competency being claimed. Competency fees are based on the number of delivery hours for each unit of delivery.

Details of Student

Surname: _____

First name: _____

Agency/Department: _____

Position title: _____

Email address: _____

Phone (work hours): _____

Phone (mobile): _____

Phone (after hours): _____

Postal address: _____

Office Use Only

Date received:	Date processed:	Date checked:

RPL Application Form completed

YES

Date: _____

RPL Evidence Portfolio received

YES

Date: _____

Student contacted

YES

Date: _____

Please indicate which competencies you are wishing to seek RPL status for by signing and dating the appropriate field.

Certificate III in Recordkeeping (BSB30807)

Code	Competency	Evidence supplied (Please tick)	Signature and date
BSBRKG303B	Retrieve information from records		
BSBWRT301A	Write simple documents		
BSBFLM303C	Contribute to effective workplace relationships		
BSBCUS301A	Deliver & monitor a service to customers		
BSBRKD301B	Control records		
BSBRKG304B	Maintain business records		
BSBRKG305A	Review recordkeeping functions		
BSBRKG302B	Undertake disposal		
BSBRKG401B	Review the status of a record		
BSBINM301A	Organise workplace information		
BSBINM302A	Utilise a knowledge management system		
BSBCMN311B	Maintain workplace safety*		

* A TAFE lecturer will assess this evidence.