



## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### 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)**

<b>Code</b>	<b>Competency</b>	<b>Cost</b>	<b>Evidence Supplied</b> <small>(Please tick)</small>	<b>Signature &amp; Date</b>
BSBRKG303B	Retrieve information from records	\$85.00		
BSBWRT301A	Write simple documents	\$105.00		
BSBFLM303C	Contribute to effective workplace relationships	\$135.00		
BSBCUS301A	Deliver a& monitor a service to customers	\$120.00		
BSBRKD301B	Control Records	\$140.00		
BSBRKG304B	Maintain business records	\$100.00		
BSBRKG305A	Review recordkeeping functions	\$70.00		
BSBRKG302B	Undertake disposal	\$100.00		
BSBRKG401B	Review the status of a record	\$70.00		
BSBINM301A	Organise workplace information	\$100.00		
BSBINM302A	Utilise a knowledge management system	\$175.00		