



## Certificate IV in 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 maybe 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 IV in Recordkeeping (BSB41707)**

<b>Code</b>	<b>Competency</b>	<b>Evidence Supplied</b> (Please tick)	<b>Signature and date</b>
BSBRKG402B	Provide information from and about records		
BSBCUS403A	Implement customer service standards		
BSBWOR401A	Establish effective workplace relationships		
BSBWRT401A	Write complex documents		
BSBRES401A	Analyse and present research information		
BSBCMM401A	Make a presentation		
BSBRKG403B	Set up a business or records system for a small business		
BSBRKG404A	Monitor and maintain records in an online environment		
BSBPMG510A	Manage projects		
BSBRKG401B	Review the status of a record		