

### Public Records Brief

A RECORDKEEPING UPDATE FOR QUEENSLAND PUBLIC AUTHORITIES – ISSUED JANUARY 2009

## Information Management, Recordkeeping and Archival Education & Training Opportunities in 2009

To assist public authorities to identify suitable information management, recordkeeping and archival education and training opportunities for employees, Queensland State Archives has compiled the answers to the following frequently asked questions:

#### Is there nationally recognised training available in recordkeeping?

Yes, Units of Competency in Recordkeeping are included in two training packages:

- Business Service Training Package<sup>1</sup>; and
- Public Sector Training Package<sup>2</sup>.

#### Who offers these competencies?

Training providers may include:

- TAFE Open Learning: Contact: 1800 657 387 or <http://www.openlearning.tafe.qld.gov.au/>
- Esset Australia: Contact: 1300 558 936 or <http://www.esset.com.au/>

Please refer to the National Training Information Service's (NTIS) website<sup>3</sup> for a listing of current Registered Training Organisations which may provide courses in the recordkeeping competencies.<sup>4</sup>

#### How can I keep up to date with new developments in recordkeeping and archiving?

- Queensland State Archives regularly provides Recordkeeping Forums to discuss and showcase strategic and operational recordkeeping matters at agency, sector and whole-of-Government levels. Contact (07) 3131 7747 or see the website at <http://www.archives.qld.gov.au/government/forums.asp>
- Records Management Association of Australasia (RMAA) offers a list of trainers<sup>5</sup>, a seminar and workshop program<sup>6</sup> and a recognition program<sup>7</sup> for tertiary courses. Phone the Queensland Branch on 1800 242 611 for further information.
- CAVAL offers a range of recordkeeping and archival seminars and practical hands-on courses through their Queensland Branch. Phone (07) 3491 7021 or see the website at [www.caval.edu.au](http://www.caval.edu.au)

#### Which universities offer undergraduate or other courses in information management, recordkeeping or archiving?

##### Queensland University of Technology

- Bachelor of Information Technology (specialising in Information Management) – full time (3 years) or part time (6 years)
- Bachelor of Corporate Systems Management – full time (3 years)

Contact (07) 3138 2782 or [www.qut.edu.au](http://www.qut.edu.au)

<sup>1</sup> See <http://www.ibsa.org.au/training-packages/by-name/business-services-bsb07.aspx>

<sup>2</sup> See <http://www.governmentskills.com.au/content/view/256/443>

<sup>3</sup> <http://www.ntis.gov.au/>

<sup>4</sup> The NTIS listing does not mean that the organisation currently offers training in the competencies, but only that it is a registered organisation that may offer the training. You will therefore need to contact the listed organisations to enquire as to whether they currently offer the training service.

<sup>5</sup> <http://www.rmaa.com.au/cgi-bin/pd/catlist.cfm?cat=29>

<sup>6</sup> <http://www.rmaa.com.au/docs/events/index.cfm>

<sup>7</sup> <http://www.rmaa.com.au/docs/profdev/education.cfm>



#### Australian National University (ACT)

- Systems Approach to the Management of Government Information (for Senior Executives, Senior & Middle Managers, Chief Information Officers, IT Systems Managers and Senior Admin personnel in the public sector). Contact (02) 6125 6052 or <http://www.anu.edu.au/CSEM/SATOMGI.php>

#### Monash University (VIC)

- Bachelor of Information Technology and Systems (Information Management) – on campus / distance: full time (3 years) and part time (6 years). Contact: (03) 9903 2037 or <http://www.monash.edu.au/>

#### Charles Sturt University (NSW)

- Bachelor of Applied Science (Library and Information Management) – distance: part time (6 years). Contact (02) 6933 2000 or [www.csu.edu.au](http://www.csu.edu.au)

#### Curtin University (WA)

- Bachelor of Arts (Media and Information, with a major in Librarianship and Corporate Information Management) – on campus / distance: full time (3 years) and part time. Contact (08) 9266 9266 or [www.curtin.edu.au](http://www.curtin.edu.au)

#### Edith Cowan University (WA)

- Associate Degree of Science (Library Technology) - on campus / distance: full time (2 years) or equivalent part time. Contact (08) 9370 6299 or <http://www.ecu.edu.au/>

### **Are there any postgraduate courses available in information management, recordkeeping or archiving?**

#### Queensland University of Technology

- Graduate Certificate in Information Technology (Library & Information Science): part time (1 year)
- Graduate Certificate in Information Technology (Information Management): part time (1 year)
- Master of Information Technology (Library & Information Science): full time (18 months); part time (3 years)
- Master of Information Technology (Information Management): full time (18 months); part time (3 years)
- Master of Information Technology – Advanced (Library & Information Science): full time (2 years); part time (4 years)
- Master of Information Technology – Advanced (Information Management): full time (2 years); part time (4 years)

Contact (07) 3138 2782 or [www.qut.edu.au](http://www.qut.edu.au)

#### Charles Sturt University (NSW)

- Graduate Certificate in Applied Science (Library Science / Information Management) – distance: 1 year
- Graduate Certificate in Audiovisual Archiving – distance: 1 year
- Graduate Certificate in Information Organisation – distance: 1 year
- Postgraduate Certificate in Information Architecture – distance: 1 year
- Graduate Certificate in Applied Science (Information Literacy) – distance: 1 year
- Graduate Diploma of Applied Science (Library and Information Management) – distance: 2 years
- Postgraduate Diploma of Information Architecture – distance: 2 years
- Master of Applied Science (Library and Information Management) – distance: 3 years
- Master of Information Architecture – distance: 3 years
- Doctor of Information Management – on campus / distance: full time (3 years); part time (6 years)

Contact (02) 6933 2000 or [www.csu.edu.au](http://www.csu.edu.au)

#### Curtin University (WA)

- Graduate Certificate in Records Management – on campus / distance: full time (6 months) or equivalent part time
- Graduate Certificate in Knowledge Management – on campus / distance: part time (1 year)
- Graduate Diploma in Records Management and Archives – on campus: full time (1 year) or equivalent part time
- Graduate Diploma in Information and Library Studies – on campus / distance: full time (1 year) or equivalent part time
- Master of Information Management – on campus / distance: full time (18 months) or equivalent part time

Contact (08) 9266 9266 or [www.curtin.edu.au](http://www.curtin.edu.au)

#### Edith Cowan University (WA)

- Graduate Certificate in Information Services – on campus / distance: part time (1 year)
- Graduate Diploma of Science (Information Services) – on campus / distance: full time (1 year) or equivalent part time
- Master of Information Services – on campus / distance: full time (18 months) or equivalent part time
- Master of Science (Information Science) by research - on campus / distance: full time (2 years) or equivalent part time

Contact (08) 9370 6299 or <http://www.ecu.edu.au/>

#### University of South Australia

- Graduate Certificate in Business Information Management (Records Management) – on campus / distance: full time (6 months) or part time equivalent
- Graduate Certificate in Business Information Management (Preservation & Archival Management) – on campus / distance: full time (6 months) or part time equivalent
- Graduate Certificate in Business Information Management (Enterprise Content & Knowledge Management) – on campus / distance: full time (6 months) or part time equivalent
- Graduate Certificate in Business Information Management (Library Management) – on campus / distance: full time (6 months) or part time equivalent
- Graduate Diploma in Business Information Management (Records Management) – on campus / distance: full time (1 year) or part time equivalent
- Graduate Diploma in Business Information Management (Preservation & Archival Management) – on campus / distance: full time (1 year) or part time equivalent
- Graduate Diploma in Business Information Management (Enterprise Content and Knowledge Management) – on campus / distance: full time (1 year) or part time equivalent
- Graduate Diploma in Library & Information Management – on campus / distance: full time (1 year) or part time equivalent
- Master of Business Information Management – on campus / distance: full time (18 months) or part time equivalent
- Master of Library & Information Management - full time (18 months)

Contact (08) 8302 3201 or [www.unisa.edu.au](http://www.unisa.edu.au)

#### University of Canberra

- Master of Information Studies – distance: full time (1 year) or part time equivalent

Contact (02) 6201 2110 or [www.canberra.edu.au](http://www.canberra.edu.au)

#### Monash University (VIC)

- Postgraduate Certificate in Business Information Systems – on campus / distance: full time (6 months) or part time (1 year)
- Postgraduate Diploma in Business Information Systems – on campus / distance: full time (1 year); part time (2 years)
- Graduate Diploma in Information and Knowledge Management – on campus: full time (1 year); part time (2 years)
- Master of Information Management and Systems (Research) – on campus: full time (1 year); part time (2 years)
- Master of Business Information Systems – on campus / distance: full time (18 months); part time (3 years)
- Master of Business Information Systems (Professional) – on campus: full time (2 years); part time (4 years)
- Master of Business Information Systems (Honours) – on campus: full time (2 years); part time (4 years)

Contact (03) 9903 2208 or <http://www.monash.edu.au/>

For more detailed guidance on the management of public records visit the Queensland State Archives' website at <http://www.archives.qld.gov.au>, or contact us on:

Telephone: (07) 3131 7777

Email: [info@archives.qld.gov.au](mailto:info@archives.qld.gov.au)

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