Training

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DOCUMENT CONTROL

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1.0	01/09/18	Anne Cornish	RIMPA Board	

AMENDMENT, MODIFICATION OR VARIATION

(a)   This Program. is effective from 1 January 2019 and are reviewed every two years.

(b)   This Program may be amended, varied or modified by the RIMPA Board.

ADVANCING AND CONNECTING THE RECORDS AND INFORMATION MANAGEMENT PROFESSION

RIMPA is the industry body responsible for creating a network of opportunities relating to records and information management. In relation to training, RIMPA can provide specialist trainers on all topics in this field in the following ways.

TAILORED TRAINING FOR YOUR ORGANISATION

Assist your company to identify areas of interest and our trainers will tailor training workshops (half and full days) to meet your needs. The cost of this would be $1800 per day for as many attendees as you would like to send, plus a further day to tailor workshops.

This price would also include a 12 month Corporate membership with RIMPA valued at $495.

GENERIC TRAINING

Existing training courses in the following (please see below for detailed descriptions)

- Records Management Fundamentals (RM101)
- Archiving
- Records Classification
- Digital Records
- Implementing an eDRMS
- Records Management Strategies

These sessions are half day workshops and would be at a cost of $1200 per session not dependant on the number of attendees. (you can have as many attendees as you like).

If more than one workshop is purchased a 12 month RIMPA membership is included.

RIMPA have no issue if your company wish to on sell these workshops to surrounding Councils/organisations. For example: Your company to provide a venue and the trainer, then you could invite surrounding organisations with a similar need to attend at a cost.

Records Management Fundamentals (RM101)

Aimed at all various levels within the organisation providing an overview of records management terminology, definitions and overall responsibilities. It is advisable that your organisations policy relating to records management is explained and referred to when discussing benefits etc.

The learning outcomes include explain the benefits as to why good record-keeping is essential to all roles. This course can be tailored to suit management, general users and those working as records professionals.

Archiving

Basic course aimed at those persons who are new to working in records and the general users. The 3 hour workshop covers when and how archiving should occur and the issues that can occur with incorrect or early disposal. Workshop attendees are asked to bring records that are no longer active or unused to the workshop to demonstrate appraisal processes. We will also demonstrate correct boxing and storage of records in line with organisational policies. This course can be tailored to demonstrate the use of current templates if required. It is expected that general users will gain a good understanding of the required process when boxing and appraising records in readiness for offsite or storage.

Records Classification

Aimed at records professionals and general users and explains the why and how classification should be used. The course demonstrates how we apply classification to our everyday life and the importance of classification when managing records. In addition, the workshop addresses the different approaches to classification such as property or subject based and then introduces new concepts to be considered in the future such as hierarchal r organisational.

Attendees will walk away from the workshop with an understanding of the different classification types and how

important classification is to the management of records.

Digital Records

Aimed at longer term records professionals and addresses the Queensland state archives process required for the identification of digital records and destruction of paper. Addresses the development of a digitisation plan and the main components to be considered. This course usually takes up to 4 hours to complete as there is quite a few hands on activities to complete.

Implementing an eDRMS

Again, aimed at the more advanced records professionals and discusses all aspects of implementing a new eDRMS and or upgrading to a new version. Workshop discusses and provides activities that will demonstrate what is required when implementation occurs and includes change management and communications as well as touch on IT requirements to be aware of.

Records Management Strategies

Aimed at advanced records professionals and will identify the types of strategies and frameworks required within any records management office and will workshop the details required in how to identify what is required and then how to implement strategies including resource and time requirements.