

Frequently Asked Questions

RIMPA CERTIFICATION

RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and Information
Management Profession.

FAQs

Can I apply for recognised prior learning (RPL) to gain certification without completing the exam?

No, Recognised Prior Learning (RPL) does not apply to RIMPA's Certification Program. Certification is not a training course, but rather an assessment-based process designed to verify your existing skills and knowledge through a formal online exam.

All applicants are required to undertake the exam to ensure a consistent, fair, and independently assessed standard across all certification levels.

When do I select the certification level I wish to be examined on?

You will select the certification level you wish to be examined on at the conclusion of the checklist provided with the online learning materials. This checklist is designed to help you assess your knowledge and readiness before committing to a certification level.

If I am unable to pay immediately, can I still access the study materials before taking the exam?

Yes, you will still be granted access to the study materials once your application is complete. However, full payment must be received before you will be granted access to the exam platform and be able to schedule your exam.

My certification remains valid for three years, but do I have to pay for certification each year as part of my membership fees?

No, your certification is separate from your annual membership fees. You are only required to renew your certification at the end of the three-year period by paying a \$250 renewal fee for members or \$500 for non-members and completing a short 30-minute online exam, with access to supporting study materials. Certification renewal is a three-year requirement, not an annual cost.

If I want to upgrade to Skilled or Expert certification, do I need to pay \$350 and complete a 90-minute multiple-choice exam?

Yes, if you wish to pursue a higher certification level, either Skilled or Expert, the assessment fee is \$350 for members or \$700 for non-members. This fee includes access to a 90-minute online multiple-choice exam designed to assess your knowledge and experience against the requirements of the level you are seeking.

Is there a risk I might not achieve a higher level, or even lose my Experienced certification, if I am unsuccessful at obtaining a higher certification level?

Your certification remains valid for the full three-year term, regardless of the outcome of your attempt to achieve a higher certification. You will not be downgraded if you are unsuccessful.

Is it worth attempting to achieve a higher certification level once I obtain the initial certification?

While there is no guarantee that you will achieve a higher certification level, the study materials provided are designed to support your preparation and help you assess your readiness. If you are unsuccessful, you can resit the exam for a reduced fee of \$100. Your exam results will highlight areas for improvement, giving you the opportunity to focus your studies before reattempting.

If I resit or upgrade my certification during my initial three-year period, do I recommence the three-year term, or does it continue from my initial payment?

If you pass a subsequent attempt on your exam or decide to upgrade to a higher certification level, your new three-year certification term will commence from the date you pass your resit exam or achieve the higher level.

What will happen to the old membership model of certification, which includes Associate Members (ARIM), Chartered Members (MRIM) and Fellows (FRIM)?

The existing professional status levels, Associate Member (ARIM), Chartered Member (MRIM), and Fellow (FRIM), will remain unchanged. These membership levels are distinct from the certification program, as they serve to recognise a person's overall experience, professional contributions, and industry engagement.

In contrast, the new certification program is designed to verify an individual's current skill level, regardless of how long they have worked in the industry or the amount of volunteer service they have undertaken. This approach makes certification accessible to all practitioners and provides employers, colleagues, and other stakeholders with a clear understanding of a person's demonstrated competencies.

If members choose to continue with the current professional membership model, what rules would apply? For instance, would examinations or assessments be mandatory?

If professional members choose to retain only their current professional status, that is acceptable. In this case, members will simply need to continue meeting the ongoing requirement of demonstrating CPD (Continuing Professional Development) points over a three-year period. Examinations or assessments are not required under the existing membership status framework. Only the certification program includes a mandatory renewal exam every three years to maintain certified status.

Why was this naming adopted (experienced, skilled and expert) and what does it mean?

The naming conventions for the new certification levels, **Experienced, Skilled, and Expert**, were carefully chosen to align with language commonly used in **job advertisements and recruitment frameworks**. Terms like “experienced in,” “skilled in,” and “expert in” are familiar to employers and are widely recognised outside of our membership community. This approach was intended to create clearer communication and greater recognition of your credentials in the broader employment market.

What do ‘resit’ and ‘upgrade ’ mean?

Definitions:

- **Upgrade:** \$350 for persons who wish to move to a higher certification level (e.g., Skilled or Expert). This includes the cost of the exam and materials.
- **Resit:** If you attempt the certification exam and don’t pass on your first attempt, a resit fee of \$100 will apply. This is the minimum payment required by the exam provider.

What are the actual costs and processes for continuing with the current membership model, transitioning to the new certification model, or advancing to the next level within the new model?

To clarify, membership and certification are two separate programs with different purposes and fee structures. Your current membership fees will continue as is, it is not impacted by the certification program.

How does RIMPA certification help employers and other stakeholders understand a candidate's competencies, especially when experience can vary?

RIMPA's certification provides a trusted, independent verification of a candidate's knowledge, skills, and capabilities aligned to industry standards. While passing an exam doesn't automatically equate to years of experience, it does demonstrate that the individual has met a rigorous benchmark in key areas of records and information management.

For employers, hiring agencies, and other stakeholders, this means having greater confidence that a candidate possesses the foundational or advanced skills required for the role, depending on the level of certification achieved (Experienced, Skilled, or Expert).

It is important to note that practical experience and applied knowledge will still be assessed during the interview and selection process, as these aspects go beyond the scope of certification. RIMPA's certification is designed to complement, not replace, professional evaluation and workplace performance assessment.

How will employers and recruitment agencies know about RIMPA's certification program and the benefits for future employers?

RIMPA's next step is to actively promote the certification program to external stakeholders, particularly those involved in recruitment and workforce planning. Our goal is to clearly communicate that certification is a reliable indicator of capability, and we will be mapping certification levels to commonly advertised roles in the industry. This will allow employers to better match their job requirements with certified practitioners.

What are the benefits of offering the certification program at discounted rates to IM developing countries?

As part of RIMPA's global strategy, we are committed to supporting the growth and professionalisation of information management (IM) in developing regions. In many of these countries, the IM profession is still emerging, and practitioners often earn considerably less than their counterparts in Australia, the UK, or the USA.

To help bridge this gap and make certification more accessible, RIMPA offers a discounted rate for practitioners in developing countries. This approach ensures that cost is not a barrier to recognition and allows us to support capability building and professional development where it is most needed.

In which countries is the RIMPA Certification recognised?

This certification is accessible globally and is currently being pursued by individuals in countries including Fiji, Kenya, South Africa, New Zealand, Papua New Guinea, Wales, and Australia.

How long will I have access to the resources and certification platform after enrolling?

Enrolled candidates will have access to the resources and exam platform for a period of three months.

What courseware and resources are available?

All study materials are accessible through RIMPA's dedicated online learning platform. While no formal training sessions are currently offered, the provided materials are comprehensive. To support different learning preferences, e-learning modules covering key skill sets will be launched shortly.

How does the RIMPA Certification compare to the AIIM CIP certification?

RIMPA collaborated with both AIIM and ARMA during the development of its certification program. Similar to the AIIM CIP, RIMPA's certification was created by industry experts, with the Skilled and Expert level exams based on real-world, scenario-driven questions. RIMPA's certification meets the standards of a globally recognised credential while we are actively working with accreditation bodies and professional associations to broaden recognition.

Key certification attributes:

- Aligned with ISO 15489 and ISO 30301, as well as recognised quality and audit frameworks.
- Reciprocal recognition agreements are in progress.
- Based on a transparent, competency-based framework.
- Entirely accessible online.
- Certified individuals receive a digital badge and relevant post-nominals.