RIMPA
GLOBAL

COURSES & PROFESSIONAL DEVELOPMENT GUIDE

Develop Skills That Lead the Next Era of Records and Information Management

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Elevate your skills in Information and Records Management with our courses and workshops that suit your professional and career needs.

# CONTINUOUS LEARNING AND UPSKILLING FOR PROFESSIONAL GROWTH WITH RIMPA GLOBAL

Anne Cornish
Chief Executive Officer
RIMPA Global

The importance of effective records and information management continues to grow as organisations in both the public and private sectors recognise its critical role in achieving operational efficiency, meeting regulatory requirements, and safeguarding vital information assets.

Learning and development ensure that professionals maintain the skills required to meet industry standards while remaining current with new technologies and digital advancements, including the increasingly significant use of artificial intelligence. By continually upskilling, practitioners enhance their capability to navigate emerging challenges and strengthen their contribution within their organisations.

Our extensive suite of courses, workshops and online learning opportunities is designed to support you at every stage of your career, helping you remain confident and capable as the industry evolves.

We extend a warm welcome to participants from around the world and wish you every success in your pursuit of excellence in records and information management.
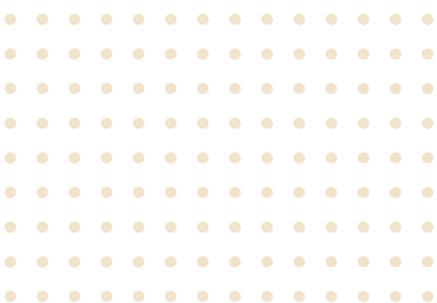
PROFESSIONAL DEVELOPMENT

RIMPA GLOBAL - INDUSTRY LEADERS

RIMPA Global represents Records and Information Management Practitioners. A peak industry body, aimed at raising awareness, building industry best practice and enhancing our members skills with our courses, workshops, qualifications and eLearning that has been designed by industry leaders for people within the industry or new to the industry.

We have so many options to help you enhance your career and help your organisation remain compliant and up-to-date.

We can also deliver workshops in person or online for your team!

LEARN WITH US

Learning is aligned with the industry and industry standards, providing you guiance on best practice, practical skills and aquiring knowledge for the latest and relevant legislation and technology. You will benefit from tailored guidance with our education team who are dedicated to your success and provide support and guidance along the way.

LEARNING FOR YOUR TEAM

If you are looking for customised learning for your whole team, get in touch we can create something unique for your team, deliver in person or online learning experiences to upskill your whole team!

LEARNING WITH RIMPA GLOBAL

LEARNING OPTIONS

Whatever your learning needs, from a refresher, foundation, refine your skills or learn something new, our learning options range from short online courses, interactive workshops, to Nationally Recognised Training of Certificate III, Certificate IV and Diploma Qualifications.

LEARNING MODES

Our curriculum and learning is aligned with the Records and Information Management industry standards, providing you best practice, practical skills and aquiring knowledge for the latest and relevant legislation and technology.

BUNDLE AND SAVE

We have eLearn and Workshop bundles that will allow you to puchase multiple products and save!

BESPOKE TRAINING OPTIONS

If your team is looking for particular skills or training that fit exactly what we have on offer, we may be able to put something together for your team. Please get in touch if you would like to discuss your options.

HOW DO YOU ENROL?

You can register online for any of our courses or workshops. RIMPA Global members receive discounted learning. We also have payment plans available. If you have any questions, please get in touch with our Education team.

Phone: 1800 242 611
Email: training@rimpa.com.au

DISCOVER
WHAT TO LEARN

Course Name	Duration	Learning Mode	Page
RIMPA eLEARN SHORT COURSES			
Information Governance	1-2 hours	Online	8
Managing PII for Records Managers (Aus)	1-2 hours	Online	9
Managing PII for Records Managers (NZ)	1-2 hours	Online	10
Privacy Law Fundamentals (Australia)	1-2 hours	Online	11
Recordkeeping Essentials	1-2 hours	Online	12
Secure Destruction of Digital Records	1-2 hours	Online	13
Writing Effective Policies for Records Management	1-2 hours	Online	14
Information Analysis: Data Collection and Preparation	1-2 hours	Online	15
Leadership Communication and Advocacy	1-2 hours	Online	16
Records Management Metrics and Reporting	1-2 hours	Online	17
Leading with Emotional Intelligence	1-2 hours	Online	18
Information Analysis Principles	1-2 hours	Online	19
Information Management Principles	1-2 hours	Online	20
NATIONALLY RECOGNISED TRAINING			
BSB30120 Certificate III in Business (Records and Information Management)	12-15 months	Mixed	22
BSB40120 Certificate IV in Business (Records and Information Management	6- 24 months	Mixed	23
BSB50120 Diploma of Business (Records and Information Management)	12- 16 months	Mixed	24
BSB50420 Diploma of Leadership and Management	12-18 months	Mixed	25
MICROCREDENTIALS			
Developing an Information Asset Register	15 hours	Online	27
Developing and Using Emotional Intelligence in the Workplace	6 hours	Online Class	28
RIMPA CERITIFICATION			
RIMPA Certification		Online	29

WHAT TO LEARN

Course Name	Duration	Learning Mode	Page
ONLINE WORKSHOPS			
AI and Machine Learning Fundamentals	3 hours	Teams	30
AI Implementation for Records and Information Management	3 hours	Teams	31
AI Policy Creation for Information Management	3 hours	Teams	32
Appraisal, Sentencing and Archiving Fundamentals	3 hours	Teams	33
Australian Privacy Law Amendments	3 hours	Teams	34
Business Analysis for Information Management Professionals	3 hours	Teams	35
Classification Scheme Fundamentals	3 hours	Teams	36
Creating a Digital Information Governance Framework	3 hours	Teams	37
Developing a Data Sharing Framework	3 hours	Teams	38
Developing an Information Asset Register	3 hours	Teams	39
Developing a Records Retention and Disposal Schedule	3 hours	Teams	40
Developing and Implementing Classification Schemes	3 hours	Teams	41
Development of Records Management Online Training	3 hours	Teams	42
Digital Archiving, Preservation and Continuity	3 hours	Teams	43
How to Deliver a Presentation that Empowers Your Audience and Leaves a Lasting Impression	3 hours	Teams	44
Impact of Cloud Computing on Records & Information Management	3 hours	Teams	45
Information Governance Fundamentals	3 hours	Teams	46
Information Security Impact on Records & Information Management	3 hours	Teams	47
Microsoft 365 Copilot for Information Managers	3 hours	Teams	48
Microsoft 365 Purview eDiscovery	6 hours	Teams	49
Microsoft 365 Information Architecture	18 hours	Teams	50
Physical Records Archival, Preservation and Management	3 hours	Teams	51
Policy Writing for Information Management Professionals	3 hours	Teams	52
Project Management Integration into Records and Information Management	3 hours	Teams	53
Records and Information Management Fundamentals	3 hours	Teams	54
Records Management Strategic Planning	3 hours	Teams	55
Release of Information	3 hours	Teams	56
Risk Management for Records & Information Management	3 hours	Teams	57
Selling the Value of Records & Information Management to Stakeholders	3 hours	Teams	58
Writing Records and Information Management Policies	3 hours	Teams	59

RIMPA eLEARN

SELF PACED ONLINE LEARNING
FOR RECORDS & INFORMATION MANAGEMENT

WHY RIMPA eLEARN?

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT RIMPA eLEARN

RIMPA eLEARN are a suite of online, self-paced short courses designed to strengthen your skills, keep you aligned with industry trends, and support your career growth.

Developed for professionals at every level, these courses offer flexibility, practical relevance, and immediate application in real-world information management environments.

Purchase our eLearn bundles and save!
These are available in sets of 3, 5, or 10 courses, allowing you to expand your learning while saving on enrolment costs. You can use the bundles for your own learning or share amongst your team. You can select the bundle you would like and purchase online.

HOW DO THE COURSES WORK?

Written by experts in the Records and Information Management Industry, RIMPA eLearn courses are instant access - once you register and pay, will receive access to the learning and can start anytime. Complete the online learning component, successfully finish the onlien quiz and you will be able to download your certificate upon successful completion.

You have 4 weeks to access and complete your course from purchase.

INFORMATION GOVERNANCE

RIMPA GLOBAL

RIMPA eLEARN

Master the essentials of Information Governance to protect, organise, and future-proof your organisation's data.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

In the current digital landscape, effective Information Governance (IG) is crucial for ensuring your organisation's information is managed securely, efficiently, and in compliance with legal and regulatory standards.

This course will equip you with the knowledge and skills necessary to excel in this critical field.

LEARNING OUTCOMES

At the end of this course, you will understand how to:

- Define, describe key principles and list the benefits of Information Governance.
- Explain key regulatory requirements related to Information Governance.
- Differentiate between data governance and information governance.
- List and describe the responsibilities of key roles in Information Governance.
- Identify and discuss common challenges to effective Information Governance.
- Describe components of a well-structured Information Governance framework and identify relevant standards.

MANAGING PERSONAL IDENTITY INFORMATION (PII) FOR RECORD MANAGERS (AUSTRALIA)

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RIMPA eLEARN

Understand how to protect personal indentity information, follow privacy laws and protect your sensitive data. This course focusses on Australian legislation.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Protection of personal identity information (PII) is a shared responsibility that requires diligence, attention to detail, and a commitment to upholding privacy principles. This course is tailored specifically for professionals like you, who are at the forefront of managing sensitive data.

LEARNING OUTCOMES

At the end of this course, you will understand:

- Recognise what constitutes personal identity information and its categories.
- Understand why safeguarding PII is crucial.
- Learn about the *Privacy Act 1988*, Australian Privacy Principles and the notifiable data breach scheme.
- Gain Knowledge of data protection laws across Australia.
- Implement Access Controls to manage and restrict unauthorised access to PII.
- Recognise PII Breach Impacts for both individuals and organisations.
- Create a PII Management Plan.

MANAGING PERSONAL IDENTITY INFORMATION (PII) FOR RECORD MANAGERS (NEW ZEALAND)

RIMPA GLOBAL

RIMPA eLEARN

Understand how to protect personal indentity information, follow privacy laws and protect your sensitive data. This course focusses on New Zealand legislation.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Protection of personal identity information (PII) is a shared responsibility that requires diligence, attention to detail, and a commitment to upholding privacy principles. This course is tailored specifically for professionals like you, who are at the forefront of managing sensitive data.

LEARNING OUTCOMES

At the end of this course, you will understand:

- The concept of Personal Identity Information (PII) and the importance of protecting PII.
- How to distinguish between PII and other sensitive information.
- Understand the *Privacy Act 2020* and New Zealand Information Privacy Principles.
- The protocols for notifiable privacy breaches and the consequences of PII breaches.
- How to apply encryption techniques and access controls to protect PII.
- Best practice for disposal and destruction of PII.
- Develop a PII management plan with KPIs and regular audits.
- Conduct training and awareness programs on PII protection.

PRIVACY LAW FUNDAMENTALS (AUSTRALIA)

RIMPA GLOBAL

RIMPA eLEARN

Understand the foundational elements of Australian privacy law and gain a comprehensive understanding of its key components.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Privacy law in Australia is primarily governed by the *Privacy Act 1988 (Cth)*, which establishes the framework for handling personal information. This course will introduce the foundational elements of Australian privacy law, providing a comprehensive understanding of its key components.

LEARNING OUTCOMES

At the end of this course, you will understand:

- The essentials of the *Privacy Act 1988 (Cth)*, its purpose, and scope.
- The Australian Privacy Principles (APPs), which form the cornerstone of the Act and guide the collection, use, and management of personal information.
- What constitutes personal and sensitive information, and the rights of data subjects under the Act.

RECORDKEEPING ESSENTIALS

RIMPA GLOBAL

RIMPA eLEARN

Understand the fundamentals of record keeping and information management.

ABOUT RIMPA eLEARN:

- ✓ **SELF PACED**
- ✓ **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

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- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

RIMPA Global in Collaboration with Public Record Office Victoria PROV brings you this course to equip you with knowledge and skills to manage records effectively and is specifically designed for non-records professionals.

LEARNING OUTCOMES

At the end of this course, you will understand:

- Understand what constitutes a record.
- Explain the importance of maintaining records.
- Identify individual responsibilities in the record-keeping process.
- Understand the life cycle of records from creation to disposition.
- Understand and apply appropriate retention periods for different types of records.

SECURE DESTRUCTION OF DIGITAL RECORDS

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RIMPA eLEARN

Understand the fundamentals of secure destruction of digital records.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

The course covers essential topics such as understanding the importance of secure destruction, identifying sensitive information, methods for secure destruction, compliance with legal and regulatory requirements, and best practices.

LEARNING OUTCOMES

At the end of this course, you will understand:
- The importance of secure destruction of digital records.
- How to identify types of sensitive information that require secure destruction.
- How to identify various methods for secure destruction of digital records.
- How to comply with legal and regulatory requirements for digital record destruction.
- How to implement best practices for secure destruction in an organisation.
- How to evaluate and select appropriate destruction tools and services.

WRITING EFFECTIVE POLICIES FOR RECORDS MANAGEMENT

RIMPA GLOBAL

RIMPA eLEARN

Understand how to write effective policies that achieve organisational goals.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
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- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Learn the key elements that make policies work, break down the must-have components every great policy needs, and discover how to ensure your policies achieve their goals while staying compliant. This course will give you the confidence and skills to write policies that truly make a difference.

LEARNING OUTCOMES

At the end of this course, you will understand:

- The importance of secure destruction of digital records.
- How to identify types of sensitive information that require secure destruction.
- How to identify various methods for secure destruction of digital records.
- How to comply with legal and regulatory requirements for digital record destruction.
- How to implement best practices for secure destruction in an organisation.
- How to evaluate and select appropriate destruction tools and services.

INFORMATION ANALYSIS: DATA COLLECTION AND PREPARATION

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RIMPA eLEARN

Understand how to effectively collect, prepare and manage data using sound information analysis principles to support evidence-based decision-making, reliable records management and strategic planning.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Learn what is needed to effectively collect, prepare and manage data for informed decision-making and strategic planning. This eLearn is the bridge between understanding the principles of information analysis and applying analytical techniques and methods. The principles in this course establish why evidence-based practice matters and define the standards of reliability, transparency and defensibility that underpin good records management.

LEARNING OUTCOMES

At the end of this course, you will understand:

- Data Collection
- How to design Collection Tools and Methods
- Strategic Data Collection Design
- Data Cleaning and Preparation

LEADERSHIP COMMUNICATION AND ADVOCACY

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RIMPA eLEARN

Understand how to confidently communicate, advocate and influence senior leaders and stakeholders to drive successful information management initiatives and lead meaningful change.

ABOUT RIMPA eLEARN:

SELF PACED

DURATION: 1-2 HOURS

LEARNING MODE: ONLINE

MORE INFORMATION:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Step into leadership with the confidence to inspire change. This course equips information management professionals with the essential communication and advocacy skills needed to influence senior leaders, engage stakeholders, and drive Information Management initiatives forward.

LEARNING OUTCOMES

At the end of this course, you will understand:

- How to communicate with clarity and confidence as a leader
- Foster open, inclusive, and collaborative team dialogue
- Influence leadership through strategic, persuasive messaging
- Engage and educate the organisation to drive culture and change.

RECORDS MANAGEMENT METRICS AND REPORTING

RIMPA GLOBAL

RIMPA eLEARN

Understand how to confidently communicate, advocate and influence senior leaders and stakeholders to drive successful information management initiatives and lead meaningful change.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

This course equips professionals to use data and metrics to improve records management performance, ensure compliance, and support strategic decision-making. Participants learn why metrics matter, how to apply key measures such as retention compliance, classification accuracy, and retrieval time, and best practices for collecting and validating reliable data. Through practical case studies, learners build skills in analysing trends, identifying performance issues, creating targeted reports for executives, and designing KPIs aligned with business and regulatory requirements, enabling records metrics to drive efficiency, compliance, and organisational value.

LEARNING OUTCOMES

At the end of this course, you will understand:

- The value of metrics in improving records management and supporting business decisions.
- How to identify and track key performance indicators (KPIs) like compliance, accuracy, and retrieval time.
- How to collect and manage data accurately using best practices and standardised processes.
- How to analyse performance data to spot trends, issues, and areas for improvement.
- How to create clear, impactful reports that communicate insights and support decision-making.

LEADING WITH EMOTIONAL INTELLIGENCE

RIMPA eLEARN

Great leaders don't just manage tasks, they lead people. Develop your emotional intelligence to strengthen communication, boost motivation, and elevate team performance.

ABOUT RIMPA eLEARN:

☑ **SELF PACED**

📅 **DURATION:** 1-2 HOURS

🌐 **LEARNING MODE:** ONLINE

MORE INFORMATION:

📞 **PHONE:** 1800 242 611

☑ **EMAIL:** TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

Great Leaders don't just think they feel.

Effective records management leadership requires more than policies and procedures. Leading with Emotional intelligence helps records professionals strengthen judgement, manage risk conversation, and lead with confidence, clarity, and credibility.

As we navigate compliance, change and competing priorities every day, this eLearn explores how emotional intelligence supports trust and calm decision making.

LEARNING OUTCOMES

At the end of this course, you will be able to:

- Define Emotional Intelligence and explain its importance in effective leadership.
- Identify personal emotions, triggers and behavioural patterns to improve self-awareness.
- Apply self-regulation strategies to manage emotions and respond calmly under pressure.
- Use self-motivation techniques to build resilience, maintain focus and stay positive.
- Recognise and interpret others' emotions to demonstrate empathy and understanding.
- Demonstrate emotionally intelligent communication skills to strengthen relationships, influence others and manage conflict.
- Apply Emotional Intelligence strategies in leadership situations.

INFORMATION ANALYSIS PRINCIPLES

RIMPA eLEARN

Turn everyday information into meaningful insight. This eLearn builds practical information analysis skills for records and information management practitioners, helping you identify risks, improve efficiency, support compliance, and inform better decisions across your organisation.

ABOUT RIMPA eLEARN:

SELF PACED

DURATION: 1-2 HOURS

LEARNING MODE: ONLINE

MORE INFORMATION:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

At the heart of the records and information management role is information analysis. This eLearn introduces the foundational concepts, skills, and techniques needed to analyse information effectively in a records and information management context.

The course begins with core analytical principles and builds toward structured analysis techniques that support compliance, efficiency, risk management, and strategic decision-making.

Through practical examples, interactive scenarios, and hands-on activities, learners will explore how information analysis applies to real workplace challenges such as retention compliance issues, workflow inefficiencies, metadata quality problems, and digital transformation planning.

LEARNING OUTCOMES

At the end of this course, you will be able to:

- Approach information with an analytical mindset.
- Apply structured techniques to identify root causes and gaps.
- Confidently translate findings into meaningful, evidence-based recommendations.

INFORMATION MANAGEMENT PRINCIPLES

RIMPA GLOBAL

RIMPA eLEARN

Build confidence in managing information from creation to disposal. This essential eLearn equips records and information professionals with practical, standards-based skills to manage records, reduce risk, support accountability, and navigate the evolving digital information landscape.

ABOUT RIMPA eLEARN:

- **SELF PACED**
- **DURATION:** 1-2 HOURS
- **LEARNING MODE:** ONLINE

MORE INFORMATION:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS RIMPA ELEARN

This course gives records and information professionals the practical knowledge needed to manage information confidently across its entire lifecycle. Learn how to distinguish data, information, and records; manage multiple record types and digital formats; and apply best-practice recordkeeping standards in real-world environments.

You'll explore retention, sentencing, disposal, and archiving requirements, tackle everyday information management challenges, and understand the evolving role of IM professionals in a digital first workplace.

An ideal eLearn for anyone looking to strengthen compliance, reduce risk, and support efficient, accountable business operations.

LEARNING OUTCOMES

By the end of this course, participants will be able to:

- Distinguish between data, information and records
- Manage multiple record types across digital and hybrid environments
- Apply retention, sentencing and disposal requirements confidently
- Implement best-practice recordkeeping standards
- Address common information management challenges in a digital-first workplace
- Reduce risk and strengthen compliance through effective lifecycle management

RIMPA NATIONALLY RECOGNISED TRAINING

RIMPA GLOBAL

GAIN A QUALIFICATION IN RECORDS & INFORMATION MANAGEMENT!

ABOUT:
- **GAIN A QUALIFICATION**
- **DURATION:** VARIABLE
- **LEARNING MODE:** SELF-PACED
- ACTIVITIES & LESSONS

CONTACT US:
- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT NATIONALLY RECOGNISED COURSES

Qualifications will provide you with learning opportunities that wil help you enhance your career, skills and knowledge. Improve daily operations, ensure compliance, or prepare for a leadership role and gain a qualification that fits within your busy lifestyle.

Gain practical skills and abilities for working in the records and information management industry, for private and government organsiations, these courses are ideal entry level and those hoping to achieve more advanced learnings.

WYSE Business College (RTO 46463) is responsible for enrolment, assessment, and issuing the qualifications.

WHAT STUDENTS SAY?

"I thouroughly enjoyed the learning process with RIMPA. They guided me every step of the way and reinforced the learning that sunk in." Derek Barker, Diploma Business (Digital Transformation)

HOW DOES THE TRAINING WORK?

Delivered by experts working in the Records and Information Management Industry, our qualifications include a range of learning modes including a blend of interactive virtual classrooms, self-paced activities, and optional online study, allowing you to tailor your learning experience to your schedule.

Our expert trainers are there to assist you along the way when you need it!

BSB30120 CERTIFICATE III IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

RIMPA GLOBAL

Develop the skills necessary for managing records effectively, using collaborative technology, and applying business knowledge across various sectors.

NATIONALLY RECOGNISED TRAINING

ABOUT:

NATIONALLY RECOGNISED

DURATION: 12-15 MONTHS

LEARNING MODE: SELF- PACED ONLINE

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THE CERTIFICATE III IN BUSINESS (RECORDS & INFORMATION MANAGEMENT)

The Certificate III in Business with a specialisation in Records and Information Management is a nationally recognised qualification in Australia. It equips both individuals and organisations with essential skills in business and records management, which are applicable across a wide range of work environments. For organisations and government departments to implement effective, modern records management systems, a solid understanding of how to organise and maintain records is crucial.

WHAT YOU WILL LEARN ABOUT?

Learn about the foundations of record-keeping, collaborative technology, critical thinking, workplace communication, well-being, business technologies, and sustainability.

UNITS OF COMPETENCY (13 UNITS):

6 Core Units:

BSBCRT311 Apply Critical Thinking Skills in a Team Environment

BSBPEF201 Support Personal Wellbeing in the Workplace

BSBSUS211 Participate in Sustainable Work Practices

BSBTWK301 Use Inclusive Work Practices

BSBWHS311 Assist with Maintaining Workplace Safety

BSBXCM301 Engage in Workplace Communication

7 Electives Units:

BSBTEC404 Use Digital Technologies to Collaborate in a Work Environment

BSBXCS303 Securely Manage Personally Identifiable Information and Workplace Information

BSBPMG430 Undertake Project Work

BSBINS302 Organise Workplace Information

BSBINS307 Retrieve Information from Records

BSBINS308 Control Records

BSBINS309 Maintain Business Records

BSB40120 CERTIFICATE IV IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

RIMPA GLOBAL

Develop advanced skills to effectively manage essential business records, apply appraisal and classification systems, and execute proper disposal actions.

NATIONALLY RECOGNISED TRAINING

ABOUT:

NATIONALLY RECOGNISED

DURATION: 6-24 MONTHS

LEARNING MODE: BLENDED-ONLINE, SELF- PACED ACTIVITIES

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THE CERTIFICATE IV IN BUSINESS (RECORDS & INFORMATION MANAGEMENT)

The Certificate IV in Business with a specialisation in Records and Information Management is a nationally recognised qualification in Australia. This qualification is ideal for anyone involved in managing records and information, including those in supervisory roles. Gain essential skills in business, records management, and digital information handling, equipping you for a successful career in both government and private sectors. This course includes electives to ensure you develop in-demand skills, setting you up for career advancement in today's competitive job market.

WHAT YOU WILL LEARN ABOUT?

Gain skills in problem-solving, information analysis, digital information management, workplace communication, stakeholder management, policy development, work practices, and records management technologies.

UNITS OF COMPETENCY (12 UNITS):

6 Core Units:

BSBCRT411 Apply critical thinking to work practices

BSBTEC404 Use digital technologies to collaborate in a work environment

BSBTWK401 Build and maintain business relationships

BSBWHS411 Implement and monitor WHS policies, procedures, and programs

BSBWRT411 Write complex documents

BSBXCM401 Apply communication strategies in the workplace

6 Electives Units:

BSBPEF402 Develop personal work priorities

BSBPEF502 Develop and use Emotional Intelligence

BSBINS402 Coordinate workplace information systems

BSBINS408 Provide information from and about records

BSBINS409 Maintain and monitor digital information and records

BSBINS410 Implement records systems for small business

BSB50120 DIPLOMA IN BUSINESS (RECORDS AND INFORMATION MANAGEMENT)

RIMPA GLOBAL

Develop your high level skills in Records and Information Management with a Nationally Recognised Qualification.

NATIONALLY RECOGNISED TRAINING

ABOUT:

NATIONALLY RECOGNISED

DURATION: 12-16 MONTHS

LEARNING MODE: BLENDED-ONLINE, SELF- PACED ACTIVITIES

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THE DIPLOMA IN BUSINESS (RECORDS & INFORMATION MANAGEMENT)

The Diploma in Business with a specialisation in Records and Information Management is a nationally recognised qualification in Australia. This diploma is designed to provide you with the knowledge and skills required to manage business records and information systems, with a focus on business administration, communication, and information technology. This qualification will prepare you for a variety of roles in records and information management, supporting your advancement in both public and private sector organisations.

WHAT YOU WILL LEARN ABOUT?

Learn to accurately record data, manage operations and financial plans, use workplace tools, oversee records management, lead communication, and develop policies.

UNITS OF COMPETENCY (12 UNITS):

5 Core Units:

BSBCRT511 Develop critical thinking in others

BSBFIN501   Manage budgets and financial plans

BSBOPS501 Manage business resources

BSBSUS511 Develop workplace policies and procedures for sustainability

BSBXCM501 Lead communication in the workplace

7 Electives Units:

BSBPEF502   Develop and use emotional intelligence

BSBOPS601   Develop and implement business plans

BSBPMG430 Undertake project work

BSBINS501   Implement information and knowledge management systems

BSBINS512   Monitor business records systems

BSBINS513   Contribute to records management framework

BSBINS601   Manage knowledge and information

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

RIMPA
GLOBAL

Develop the skills necessary for managing information and records and understand the relationships between data, business, communications and Information Technology.

NATIONALLY RECOGNISED TRAINING

ABOUT:

NATIONALLY RECOGNISED

DURATION: 12-16 MONTHS

LEARNING MODE: BLENDED-ONLINE, SELF- PACED ACTIVITIES

CONTACT US:

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REGISTER: WWW.RIMPA.COM.AU

ABOUT THE BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

The BSB50420 Diploma of Leadership and Management is designed to build confident, capable leaders who can inspire teams and drive organisational success.

WHAT YOU WILL LEARN ABOUT?

Throughout the course, you'll develop strong communication and critical thinking skills, learn to manage workplace relationships effectively, and apply emotional intelligence to lead with purpose. You'll gain the expertise to plan and manage business operations, budgets, and resources, while implementing sustainable practices and achieving strategic goals. Learn to lead projects, guide team performance and communicate with influence, preparing you to take on leadership roles across a range of industries.

UNITS OF COMPETENCY (12 UNITS):

6 Core Units:
BSBCMM511 Communicate with influence
BSBCRT511 Develop critical thinking in others
BSBLDR523 Lead and manage effective workplace relationships
BSBOPS502 Manage business operational plans
BSBPEF502 Develop and use emotional intelligence
BSBTWK502 Manage team effectiveness

6 Electives Units:
BSBFIN501 Manage budgets and financial plans
BSBOPS501 Manage business resources
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBXCM501 Lead communication in the workplace
BSBPMG430 Undertake project work
BSBOPS601 Develop and implement business plans

RIMPA MICROCREDENTIALS

RIMPA GLOBAL

EXPAND YOUR EXPERTISE & SKILLS
GAIN RECOGNITION IN YOUR CAREER

ABOUT:

- **GAIN SKILL RECOGNITION**
- **DURATION:** 15 HOURS
- **LEARNING MODE:** ONLINE

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

Our online microcredentials offer a unique opportunity to deepen your expertise, enhance your skills and gain recognition in your field!

ABOUT RIMPA MICROCREDENTIALS

A Microcredential is a specialised, competency-based certification that validates your mastery of a specific skill or knowledge area. Unlike traditional qualifications, microcredentials are short, targeted and highly practical, focusing on the skills you need most in today's dynamic records and information management (IM) environment. Delivered online, they offer a flexible pathway to enhance your expertise without the long-term commitment of a full qualification.

HOW DOES IT WORK?

Register Online, **You can learn at your own pace** and can access your course 24/7, anytime and anywhere!

Complete Knowledge Quizzes: Demonstrate your knowledge of the concepts learnt

Complete Practical Assessments: Apply your new skills

Earn Your Certificate: Showcase your achievement with an industry-endorsed credential, ready to share with employers and on LinkedIn.

WHAT STUDENTS HAVE SAID?

"The enrolment process was very straightforward, the learning content was in easy-to-absorb blocks, and I loved having the capacity to "try before you buy" with the practice quizzes at each level – that alone gave me the confidence to jump straight to Skilled. I feel like I now have a bit more confidence in the workplace and my certificate sits proudly in my office, on the wall behind my desk – I've stuck it up nice and high so everyone can see it when they come to see us." **Stacey Boillat**

DEVELOPING AN INFORMATION ASSET REGISTER

RIMPA GLOBAL

RIMPA MICROCREDENTIAL

Identify, classify, assess and manage information assets across an organisation. As organisations face increasing regulatory scrutiny and data-driven demands, the ability to maintain a comprehensive and accurate Information Asset Register (IAR).

ABOUT:

- **GAIN RECOGNITION**
- **DURATION:** 15 HOURS
- **LEARNING MODE:** ONLINE

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS MICROCREDENTIAL

Gain knowledge and practical skills to identify, classify, assess and manage information assets across an organisation. As organisations face increasing regulatory scrutiny and data-driven demands, the ability to maintain a comprehensive and accurate Information Asset Register (IAR) is critical for risk management, compliance and strategic decision-making.

By the end of this micro-credential, you will be able to confidently build a fit-for-purpose Information Asset Register (IAR) that supports governance, compliance, privacy and operational transparency.

LEARNING OUTCOMES

At the end of this microcredential, you should be able to:

- Understand what an information asset is and why it matters
- Identify and document information assets across your organisation
- Assign ownership, assess risks, apply classification and retention rules
- Structure and maintain a usable and sustainable Information Asset Register
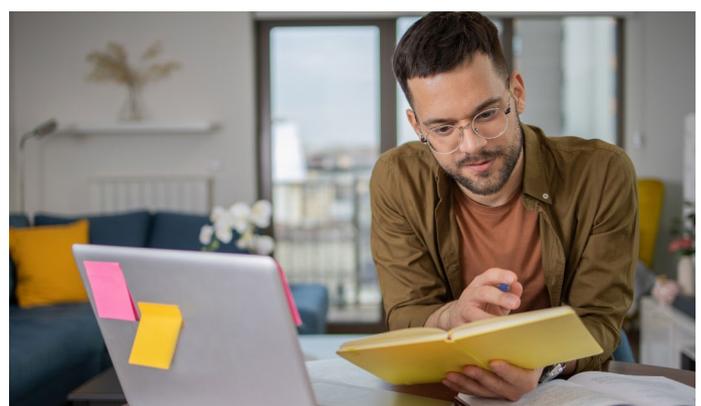
DEVELOPING AND USING EMOTIONAL INTELLIGENCE IN THE WORKPLACE

RIMPA GLOBAL

RIMPA MICROCREDENTIAL

Transform IM from support function to strategic force. This hands-on, instructor-led series based on the MIMS eBook Series by Anne Cornish CSRIM MRIM (Life) - CEO RIMPA Global equips you with the tools to lead, influence, and create lasting value.

ABOUT:

- **GAIN RECOGNITION**
- **DURATION:** 15 HOURS
- **LEARNING MODE:** ONLINE

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS MICROCREDENTIAL

Emotional intelligence is essential for effective communication, strong workplace relationships, and professional success. This Microcredential supports participants to build greater self-awareness, manage emotions effectively, and respond constructively to the emotions of others in the workplace.

Designed for professionals, supervisors, and emerging leaders, this Microcredential develops practical emotional intelligence skills that can be applied in real workplace situations.

This Microcredential is based on the nationally recognised unit BSBPEF502 – Develop and Use Emotional Intelligence.

LEARNING OUTCOMES

At the end of this microcredential, you should be able to:

- Identify personal emotional strengths and areas for development
- Apply strategies to regulate emotions in workplace situations
- Recognise and respond appropriately to the emotions of others
- Communicate more effectively using emotional intelligence principles
- Build and maintain positive workplace relationships
- Manage emotionally challenging situations constructively
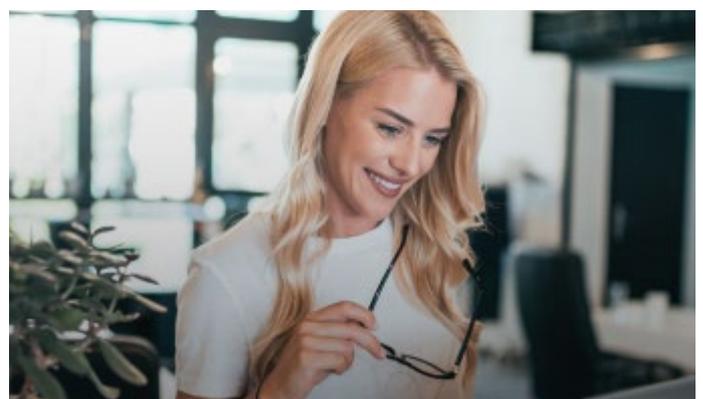
RIMPA CERTIFICATION

To meet the growing demand for professional recognition and consistency in the IM field, RIMPA Global offers a comprehensive Certification Program, a structured pathway supporting professionals at every stage of their journey.

ABOUT:

✓ **GAIN RECOGNITION**

LEARNING MODE: ONLINE

CONTACT US:

📞 **PHONE:** 1800 242 611

✉ **EMAIL:** TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT CERTIFICATION

Certification is a trusted mark of expertise, credibility, and industry knowledge. It shows you are committed to excellence, ready to lead, and equipped to meet the demands of a rapidly evolving profession. For employers, it is a powerful signal that you are the right person for the job.

Earn the Recognition You Deserve

Stand out with a respected, industry-backed certification that validates your knowledge, skills, and commitment to excellence in records and information management. Show the world and your peers that you're serious about your profession.

Accelerate Your Career

Certification is your ticket to bigger opportunities. Whether you're aiming for a promotion, transitioning into a leadership role, or stepping into a specialised field, being certified gives you a competitive edge and opens doors to higher-level positions.

Gain Employer Confidence

Employers trust certification. It signals that you meet a recognised standard of competence, making you a go-to candidate for new roles, projects, and responsibilities. It's not just a credential, it's a mark of reliability.

Stay Relevant in a Changing Industry

The IM landscape is constantly evolving and so should you. Certification keeps your skills sharp, your knowledge current and your mindset agile. It shows you're not just keeping up, you're staying ahead.

Start at your level, upgrade and renew!

RIMPA WORKSHOPS

RIMPA
GLOBAL

TRAINING WORKSHOPS: ELEVATE YOUR EXPERTISE!

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT RIMPA TRAINING WORKSHOPS

Enhance your skills, stay ahead of industry best practice and enhance your career prospects with the RIMPA Training Workshops. Our workshops provide targeted, practical knowledge to support your professional growth. Our RIMPA Wokshops are delivered virtually online weekly.

If you don't see something scheduled, or would like your team to attend? Get in touch with our training department, they can provide quotes for customised training options.

Workshop Bundles will help you save:
10 Workshop Bundle
5 Workshop Bundle
3 Workshop Bundle

We can deliver face to face workshops and can plan virtual workshops for ONLY your team.

HOW DO THE WORKSHOPS WORK?

Written by experts in the Records and Information Management Industry, RIMPA Training Workshops are delivered via Microsoft Teams. Once you register you will will receive a link that you can access the workshop on the day. You will receive a Certificate of Attendance and reference material after the workshop.

AI AND MACHINE LEARNING FUNDAMENTALS

RIMPA
GLOBAL

WORKSHOP

Transform your approach to information management with AI to improve efficiency and make your workplace future-ready!

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Discover how AI and machine learning can analyse, categorise, and enhance information management, helping you make smarter decisions. This workshop introduces key AI concepts for Information and Records Management, focusing on automation, smarter search, and efficient data handling. Gain the fundamentals to integrate AI into your workflows and stay ahead in the digital age.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand what is meant by Artificial Intelligence (AI)
- Understand what is meant by Machine Learning (ML)
- Understand the future role of Artificial Intelligence and Machine Learning in the Information and Records Management Profession.

AI IMPLEMENTATION FOR RECORDS AND INFORMATION MANAGEMENT

RIMPA GLOBAL

WORKSHOP

Learn to strategically implement AI tools, tackle challenges, and revolutionise your information management practices.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Dive deep into the strategic implementation of AI tools using a use case assessment model, uncover the benefits specific to records management, tackle common implementation challenges, and master the critical stages of bringing AI products from concept to reality.

Gain practical knowledge on how to seamlessly transition from AI use case assessments to real-world business applications, ensuring your organisation stays ahead in the digital age.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Define and understand the benefits of implementing a 'Use Case' assessment model for Artificial Intelligence (AI) tools
- Understand the challenges of implementing an AI tool
- Identify the key stages that are required to implement an AI product
- Understand in detail the Use Case assessment process
- Consider how to move from an AI use case assessment to a business implementation.

AI POLICY CREATION FOR RECORDS AND INFORMATION MANAGEMENT

RIMPA GLOBAL

WORKSHOP

Learn the essential requirements and detailed components of an AI policy. Gain the skills to draft your own AI policy for records and information management.

ABOUT:

- **EARN CPD POINTS**
- **DURATION:** 3 HOURS
- **LEARNING MODE:** ONLINE, VIA TEAMS

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Designed specifically for professionals in this field, our course covers the necessity of comprehensive records and information management or artificial intelligence policies, the specific requirements for implementing AI, machine learning, and generative AI technologies, and the detailed components of an effective policy.

You'll also gain practical skills for drafting these policies tailored to your organisation's needs. Gain in-depth knowledge, practical skills, and strategic insights to create and implement robust policies that ensure innovation and compliance.

LEARNING OUTCOMES

At the end of this workshop, you should be able to understand:

- Why a Records & Information Management (IM) or Artificial Intelligence (AI) policy is needed
- The records and information management requirements for any AI/ML or Generative AI implementation
- In detail the different components of an IM for AI policy
- How to draft an IM for AI Policy.

APPRAISAL, SENTENCING AND ARCHIVING FUNDAMENTALS

RIMPA GLOBAL

WORKSHOP

We create records every day, but can we really keep all these records?

ABOUT:

- **LEARN A SKILL QUICKLY!**
- **DURATION:** 3 HOURS
- **LEARNING MODE:** ONLINE, VIA TEAMS

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Appraisal, Sentencing and Archiving, what does this all mean? We all want to get it right!

There will be a time when certain records will no longer be required, and we will need to know what to do and how to do it.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Define and understand archival terminology
- Familiarise yourself with retention and disposal schedules
- Understand why we archive records
- Understand the sentencing process
- Learn what metadata is important for archiving
- Look at the differences between paper and digital records
- Know about disposal triggers and the steps needed to carry out disposal

AUSTRALIAN PRIVACY LAW AMENDMENTS

WORKSHOP

Stay Ahead of Australian Privacy Law Changes

ABOUT:

✓ **LEARN A SKILL QUICKLY!**

📅 **DURATION:** 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

📞 **PHONE:** 1800 242 611

✉ **EMAIL:** TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

The Australian Privacy Law is evolving! Are you keeping up? The recent amendments bring new compliance requirements, stricter data protection measures, and potential penalties for non-compliance.

Gain insights into the recent updates, their impact on organisations and how you can stay compliant in an ever-changing regulatory landscape.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

· *Privacy Act 1988* Amendments In summary
· Enacted reforms to the Privacy and other Legislation *Amendment Act 2024*
· Consequential amendments to other acts
· Possible future privacy law changes in Australia key areas of impact of the amendments and practical steps for Record Management Professionals.

BUSINESS ANALYSIS FOR INFORMATION MANAGEMENT PROFESSIONALS

RIMPA
GLOBAL

WORKSHOP

Transform information management with business analysis techniques to drive success and master the information lifecycle.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Modern information management goes beyond capturing records. Information Management professionals need to understand the information produced, the complexities of the digital records lifecycle, and the organisation itself. They analyse factors influencing operations and advise on how information management supports these initiatives.

In this course, we will explore how Business Analysis enables us to promote information management objectives. We will learn about Business analysis core concepts and best practice activities, and look at applying techniques that we can use to help establish information management programs.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Demonstrate a clear understanding of fundamental concepts and principles in business analysis.
- Assess the role of information management in business analysis.
- Apply relevant techniques and tools to support business analysis activities.

CLASSIFICATION SCHEME FUNDAMENTALS

WORKSHOP

After knowing why we classify records and have gone through the process of developing a classification scheme, the next stage will be implementation.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

With the implementation of classification schemes, we need to be able to determine the best fit for our organisation. Classification schemes would govern the categories of the structures that we have and their relationships making it easier to locate information.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

· Determine the best classification fit
· Develop the scheme
· Communicate the scheme
· Implement the scheme

CREATING A DIGITAL INFORMATION GOVERNANCE FRAMEWORK

RIMPA GLOBAL

WORKSHOP

What is a digital information framework and what are the components of a digital information strategy?

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

As organisations rely heavily on digital information, creating and managing a Digital Framework would help increase the pace of innovation within your business.

Creating and managing a digital Framework provides you with a roadmap to help succeed in streamlining operations and improve your overall business performance.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand the basics of information as an asset
- Know how to develop a digital strategy ahead of the framework
- Understand information governance and the link to corporate governance
- Understand key Components of Information Governance
- Learn the steps in developing a digital Information Governance Framework
- Plan the implementation of an Information Governance Framework
- Share best practices and review examples of Information Governance Framework

DEVELOPING A DATA-SHARING FRAMEWORK

RIMPA GLOBAL

WORKSHOP

Data Sharing can inform policy and service decisions, but what guidance is required for safe, authorised data sharing?

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

The sharing of data between public sector agencies and appropriate third parties can support more informed policy-making, program management and evaluation, research and service planning. Sharing data safely can facilitate better policy decision-making and more efficient service delivery for citizens and businesses.

As such, responsible data sharing, underpinned by principled guidance, is key to ensuring the lawful, trustworthy and safe transfer of data.

This workshop will assist you to define the mechanisms suitable for their organisation's data-sharing needs.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Evaluate the benefits and risks of data sharing.
- Identify legal and policy considerations for enabling data sharing.
- Describe key components of a data-sharing framework.
- Develop a plan to operationalise and monitor data sharing in an organisation.

DEVELOPING AN INFORMATION ASSET REGISTER

RIMPA GLOBAL
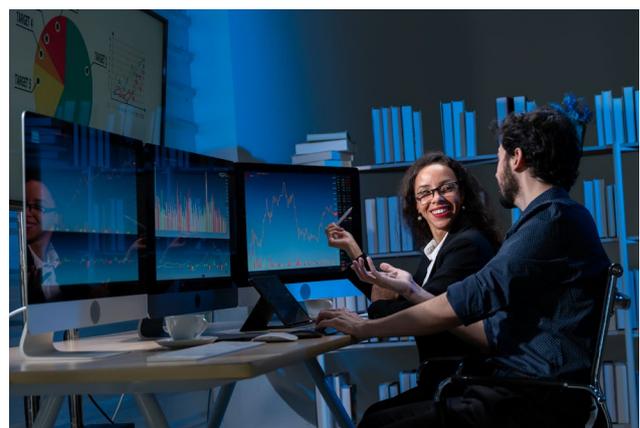
WORKSHOP

Have you ever felt overwhelmed by the sheer volume of information and documents you handle? Classification schemes are the key to transforming chaos into order.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Why classify records? For a simple reason really, to have order and simplification.

Understanding Why and How classification should be used as well as gaining the knowledge and skills to design and implement a workable classification scheme for our organisations is the ultimate goal.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand record registration
- Familiarise with various classification options
- Understand the importance of correct titling
- Use various classification schemes.

DEVELOPING A RECORDS RETENTION AND DISPOSAL SCHEDULE

RIMPA
GLOBAL

WORKSHOP

What does it take to build an effective retention and disposal schedule?

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Developing a retention and disposal schedule is more than a compliance task; it is a strategic, organisation-wide effort. This workshop breaks down the end-to-end process, from applying sound judgement and detailed analysis to working effectively with stakeholders across the organisation.

Participants will build a practical understanding of organisational functions and recordkeeping practices, learn proven approaches to overcome common challenges and gain the skills and confidence to identify key functions and activities, write appraisal and scope notes, draft defensible disposal justifications, and provide meaningful feedback to deliver a clear, future-ready schedule.

LEARNING OUTCOMES

At the end of this workshop, you will be able to:

· Complete essential templates required for developing schedules.

· Understand the purpose and legal foundations of retention and disposal schedules.

· Conduct legislative mapping and background research to support schedule development.

· Structure a schedule using functions, activities and record classes.

· Justify retention periods through the use of an appraisal log.

· Navigate the processes of submission, review and approval.

DEVELOPING AND IMPLEMENTING CLASSIFICATION SCHEMES

RIMPA GLOBAL

WORKSHOP

After knowing why we classify records and have gone through the process of developing a classification scheme, the next stage will be implementation.

ABOUT:

✓ **LEARN A SKILL QUICKLY!**

📅 **DURATION:** 3 HOURS

🌐 **LEARNING MODE:** ONLINE, VIA TEAMS

CONTACT US:

📞 **PHONE:** 1800 242 611

✉ **EMAIL:** TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

With the implementation of classification schemes, we need to be able to determine the best fit for our organisation. Classification schemes would govern the categories of the structures that we have and their relationships making it easier to locate information.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

· Determine the best classification fit
· Develop the scheme
· Communicate the scheme
· Implement the scheme

DEVELOPMENT OF RECORDS MANAGEMENT ONLINE TRAINING

RIMPA
GLOBAL

WORKSHOP

In this ever-changing environment, it has become increasingly important to consider and implement online training options for your business.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

We will walk you through the important factors to consider as well as the best way to develop an effective online training program.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Determine the types of online training available
- Identify the bad and indifferent when offering online training
- Prepare a training needs analysis on the type of training required for your business
- Understand the type of functionality available for online programs
- Create the required storyboard because of the agreed objectives and outcomes
- Determine strategies to effectively communicate your online training
- Understand options for the monitoring and reviewing of online training to determine if the offering is successful and if not, what changes are required.

DIGITAL ARCHIVING, PRESERVATION AND CONTINUITY

RIMPA GLOBAL

WORKSHOP

Digital Preservation and Continuity emphasise long-term preservation of records, risk management around digital records, technical metadata for digital archiving and also touches on the notion of interoperability in assessing your agency's digital information governance maturity.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Starting from the question 'What is a digital record?, this workshop unpacks aspects of Digital Archiving, including digital sentencing, retention, and disposal. Consideration is given to where digital records may be found and how different systems and repositories impact their integrity and authenticity.

Digital Preservation and Continuity emphasise long-term record preservation, risk management, technical metadata, and interoperability in assessing digital governance maturity.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand the differences between digital archiving, preservation, perpetuation, data archiving and data backups
- Explain what preservation is and the four stages and processes involved in digital preservation
- Explain the different types of preservation activities and introduce some common standards
- Understand what digital continuity is and introduce the Digital Preservation Capability Maturity Model (DPCMM)

HOW TO DELIVER A PRESENTATION THAT EMPOWERS YOUR AUDIENCE AND LEAVES A LASTING IMPRESSION

RIMPA GLOBAL

WORKSHOP

Deliver presentations that not only captivate your audience but also leave a lasting impression.

ABOUT:

- **LEARN A SKILL QUICKLY!**
- **DURATION:** 3 HOURS
- **LEARNING MODE:** ONLINE, VIA TEAMS

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

This engaging presentation skills course is designed to help you deliver clear, confident presentations that capture attention and leave a lasting impression. You will learn practical techniques to strengthen public speaking, structure content effectively, and use visual aids to support your message.

The course runs over two weeks, with two 90-minute sessions. Between sessions, participants have time to practise before delivering a 5-minute presentation in the final session, followed by peer feedback. Attendance at the final session is required to receive a certificate of completion.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand your Audience
- Craft your Message
- Design your Presentation
- Deliver with Confidence

IMPACT OF CLOUD COMPUTING ON RECORDS & INFORMATION MANAGEMENT

RIMPA
GLOBAL

WORKSHOP

Information Governance guides us on how information is gathered, kept, stored and used. Gain the insights and skills you need to navigate the complexities of information governance effectively.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

**EMAIL:** TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Cloud computing is growing rapidly and as much as it is attractive as a business proposition, we all need to understand how it works and the risks involved before proceeding.

Let us take you through the journey of understanding what Cloud Computing is, deployment models, implementation strategy, planning and cloud governance.
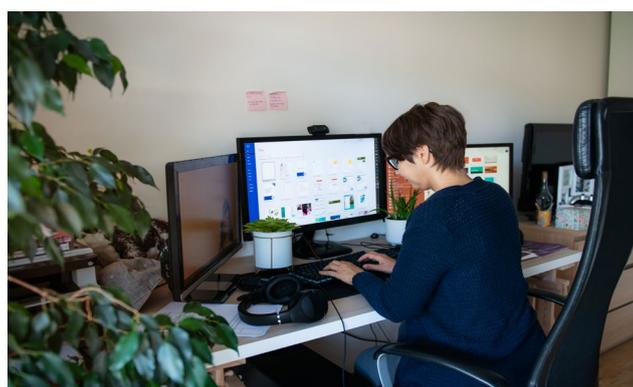
LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand the overview of Cloud Computing
- Describe what Cloud computing is
- Discover the five Characteristics of Cloud Computing
- Describe the Cloud Deployment Models.
- Define Cloud Delivery Models
- Demonstrate an understanding of Cloud Implementation Strategy, Cloud Implementation Planning and Cloud Governance
- Understand Cloud Outsourcing Arrangements and Contracts

INFORMATION GOVERNANCE FUNDAMENTALS

RIMPA
GLOBAL

WORKSHOP

Information Governance guides us on how information is gathered, kept, stored and used. Gain the insights and skills you need to navigate the complexities of information governance effectively.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Every interaction that we have within our organisation is collected as information in one way or the other. This can become overwhelming for your organisation when you're collecting sensitive data that can be compromised and needs to be secured. This is where Information Governance comes in and guides us on how information is gathered, kept, stored and how to use it as well.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Define and understand information governance
- Understand what policies, procedures and control documents your organisation should have
- Identify information as an asset
- Identify information risks and mitigate risks

INFORMATION SECURITY IMPACT ON RECORDS MANAGEMENT

RIMPA
GLOBAL

WORKSHOP

Discover how to safeguard your organisation's invaluable data! Explore the connection between Information Security and Records Management.

ABOUT:

- **LEARN A SKILL QUICKLY!**
- **DURATION:** 3 HOURS
- **LEARNING MODE:** ONLINE, VIA TEAMS

CONTACT US:

- **PHONE:** 1800 242 611
- **EMAIL:** TRAINING@RIMPA.COM.AU
- **REGISTER:** WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

As we are reliant on technology, we need to ensure that our organisations are protected from data breaches, fraud and security attacks. Having weak data security can not only result in a loss of data but customers as well. Thus, all organisations need to protect the confidentiality, integrity, and availability of information.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand Information Security assets and concepts
- Understand Information Security Roles, responsibilities, and challenges.
- Define Information Security
- Know Information Security Standards and mapping
- Understand why and what you need to consider securing information
- Define Confidentiality Integrity and Availability

MICROSOFT 365 COPILOT FOR INFORMATION MANAGERS

RIMPA GLOBAL

WORKSHOP

Microsoft Copilot is a powerful AI tool designed to revolutionise the way we work. The real opportunity is to not only transform personal productivity but also lift the capability of an entire organisation.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

RIMPA Global has partnered with Leadership Through Data to deliver enhanced Microsoft 365 Copilot training tailored for information managers. This workshop builds capability in using Copilot to analyse, create, and collaborate effectively, while ensuring compliance through the Microsoft Purview Compliance Portal.

Participants will gain practical guidance to confidently and strategically integrate Microsoft 365 Copilot into information management processes, supporting compliant and responsible use across the organisation.

LEARNING OUTCOMES

At the end of this workshop, you should have a good understanding of how to:

- Improve Compliance: Learn how to handle compliance aspects of Microsoft 365 Copilot's configuration
- Achieve Strategic Integration: Understand how to strategically integrate Microsoft 365 Copilot into your IM processes to ensure its compliant use within your organisation.

MICROSOFT 365 PURVIEW eDISCOVERY

RIMPA GLOBAL

WORKSHOP

Microsoft Copilot is a powerful AI tool designed to revolutionise the way we work. The real opportunity is to not only transform personal productivity but also lift the capability of an entire organisation.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 6 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Microsoft 365 includes four search tools: Content Search, eDiscovery (Standard), eDiscovery (Premium), and User Data Search. These tools are used to locate information across SharePoint, Teams, Exchange, and Viva Engage. This short, instructor-led course focuses on using all four tools, with particular emphasis on eDiscovery (Premium) to support investigation and compliance requirements.

Delivered in partnership with Leadership Through Data, the course provides hands-on experience with Microsoft Purview eDiscovery and covers the full end-to-end process, including search setup, results refinement, legal holds, analysis, and export. The course is delivered over two days, with three hours per day.

LEARNING OUTCOMES

At the end of this workshop, you should have a good understanding of how to:

- Tell the differences between Content Search, eDiscovery (Standard), User Data Search & eDiscovery (Premium)
- Carry out searches using all 4 tools
- Refine results using eDiscovery (Premium) search tools
- Refine results using deduplication controls and other eDiscovery case settings
- Control access to an eDiscovery (Premium) Case
- Manage Legal Hold using eDiscovery (Premium)
- Send hold notifications using eDiscovery (Premium)
- Export and manage case reports

MICROSOFT 365 INFORMATION ARCHITECTURE

RIMPA GLOBAL

WORKSHOP

Microsoft Copilot is a powerful AI tool designed to revolutionise the way we work. The real opportunity is to not only transform personal productivity but also lift the capability of an entire organisation.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 18 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS COURSE

Microsoft 365 includes four search tools: Content Search, eDiscovery (Standard), eDiscovery (Premium), and User Data Search. These tools are used to locate information across SharePoint, Teams, Exchange, and Viva Engage. This short, instructor-led course focuses on using all four tools, with particular emphasis on eDiscovery (Premium) to support investigation and compliance requirements.

Delivered in partnership with Leadership Through Data, the course provides hands-on experience with Microsoft Purview eDiscovery and covers the full end-to-end process, including search setup, results refinement, legal holds, analysis, and export. This course is delivered over 4 days (4.5 hours each day).

LEARNING OUTCOMES

At the end of this workshop, you should have a good understanding of:

- The basic principles of information architecture
- How information architecture is applied within a M365 environment
- How to gain hands-on experience applying information architecture methods to your organisation's M365 environment
- How to consider how information architecture may be used within your organisation.

PHYSICAL RECORDS ARCHIVAL, PRESERVATION AND MANAGEMENT

RIMPA GLOBAL

WORKSHOP

Learn how to prolong the life of physical records while preserving their integrity and value. An introduction to key archival preservation techniques. Learn about defining physical archive records to developing an effective archival management policy.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

We need to ensure that we prolong the usable life of records as well as retain their integrity and value.

Several approaches can be used depending on the format of the physical records and how long the records need to be kept. To ensure that this happens we need to understand how to maintain the condition and integrity, have appropriate storage to manage pests and moulds, manage disasters and digitise where appropriate.

This workshop is the perfect introduction to archival preservation and management of physical records. We will walk you through the basics such as what are physical archive records all the way to what is included in an archival management policy!

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Define what archives are
- Know the definitions and glossary related to Archiving
- Understand the Storage conditions for Archiving Physical Records
- Know the conservation elements and condition reporting

POLICY WRITING FOR INFORMATION MANAGEMENT PROFESSIONALS

RIMPA
GLOBAL

WORKSHOP

Writing clear policies can be challenging, but this workshop will guide you through the essentials, from drafting to implementation. Gain the skills to create effective, well-structured policies with confidence.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Writing doesn't come naturally to most, and crafting clear, concise policies can be even more challenging. Effective policies require precise wording to avoid confusion and ensure the right interpretation.

In this workshop, you'll learn the essential steps of policy writing, from concept and drafting to implementation, communication, and review. Gain the knowledge and experience needed to create clear, effective policies with confidence.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

· Improve Business Processes
· Understand how we can improve Business Processes
· know what our involvement in Business is
· Increase Convenience and Improve Customer Service

PROJECT MANAGEMENT INTEGRATION INTO RECORDS & INFORMATION MANAGEMENT

RIMPA GLOBAL

WORKSHOP

Project Management is a life skill that is essential though we are not all project managers. We have seen ourselves being assigned to work on projects and we try our best to navigate and ensure we deliver the expected results.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Records and Information Practitioners can no longer rely solely on our industry-specific skills as our roles have evolved and now require transferable or soft skills such as project management. Most types of work can be classified as a project although the size, length and complexity of the project will always differ, therefore we all need to have project management skills to plan, delegate, monitor and control activities and aspects of the project to achieve the project objectives.

Let's take you through the project life cycle from project start to completion to make project management an enjoyable journey.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand project management and project elements and the most common methods.
- Identify project resources and common project roles and responsibilities
- Identify the common stages when managing a project
- Create a project management plan
- Develop a project schedule

RECORDS AND INFORMATION MANAGEMENT FUNDAMENTALS

RIMPA
GLOBAL

WORKSHOP

What is a record? Isn't this a question that we ask ourselves? Why do we need to manage records?

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Now more than ever it is important for all employees within your organisation to have a strong understanding of records management.

Information and Records Management skills help us understand what records we have, where the records are and how long we need to keep them.

This workshop is aimed at all professional levels, providing an overview of records management terminology, definitions, and overall responsibilities. This course can be tailored to suit various fields including management and general users.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand the history of the Information and Records management profession in Australia
- Know what Records are and what is their purpose
- Identify the 5 steps of the records lifecycle
- Understand why Information and Records management is important
- Understand the difference between a Document and a Record
- Understand what Information and Records are and some of the associated activities
- Understand the benefits of good recordkeeping and the impact of poor recordkeeping

RECORDS AND INFORMATION MANAGEMENT STRATEGIC PLANNING

RIMPA
GLOBAL

WORKSHOP

Strategic planning allows us to envision the future of records management, helping to develop the required processes and procedures. Explore how strategic planning empowers us to envision and craft the optimal processes and procedures for effective records management.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Strategic planning allows us to envision the future of records management, helping to develop the required processes and procedures. Having a clear goal on what you want to achieve is critical, and this workshop will help you understand the importance of a records management strategic plan, the risks involved, the roadmap to follow, and finally the components required in your business case creation to make it happen.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:
- Know the importance of records management
- Understand the key concepts in records management
- Understand the importance and benefits of strategic planning
- Know/ Understand the considerations during strategic planning
- Understand the strategic planning process
- Provide examples of strategic planning models
- Know the components of a strategic plan

RELEASE OF INFORMATION

WORKSHOP

Unlock the secrets of effective information sharing!

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

In today's interconnected world, managing and sharing information securely and effectively is paramount. This training workshop is meticulously designed to equip you and your team with the essential skills and knowledge needed to handle information sharing.

This workshop is ideal for professionals looking to enhance their organisation's records and information management capabilities, ensuring that every piece of shared information advances the organisation's objectives securely and effectively.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

- Understand your obligations
- Assess a request
- Assess risks as part of the sharing process
- Implement controls to mitigate risks
- Develop information-sharing principles or a process for your organisation

RISK MANAGEMENT FOR INFORMATION AND RECORDS MANAGEMENT

RIMPA GLOBAL

WORKSHOP

Risk management protects business operations by identifying, assessing, and mitigating risks to ensure continuity and safeguard data throughout its lifecycle.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Risk Management protects our business and assists us in identifying, assessing, and mitigating risks that would potentially affect business operations.

Since we all need to manage risks, we must develop a risk management plan that ensures business continuity. We need to be able to identify/assess/treat/monitor and report on the risk to information and data throughout its lifecycle.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

· Understand and assess risks to information and data throughout its lifecycle
· Protect information destruction, alteration, or unauthorised release.
· Develop a Records and Information Management Risk Framework
· Implement risk management policies and procedures

SELLING THE VALUE OF INFORMATION RECORDS MANAGEMENT TO STAKEHOLDERS

RIMPA
GLOBAL

WORKSHOP

Many organisations underestimate the importance of records management yet good records management ensures compliance and quick access to the required information.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

Let's think of all the information that we capture, store, and create using different technologies. Now let's ask ourselves who is in charge of all this information and what's the right thing to do with it?

Join us in this workshop as we take you through the journey of how records management can bring value to your organisation.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

·   Improve Business Processes
·   Understand how we can improve Business Processes
·   know what our involvement in Business is
·   Increase Convenience and Improve Customer Service

WRITING RECORDS AND INFORMATION MANAGEMENT POLICIES

RIMPA
GLOBAL

WORKSHOP

Many organisations underestimate the importance of records management yet good records management ensures compliance and quick access to the required information.

ABOUT:

LEARN A SKILL QUICKLY!

DURATION: 3 HOURS

LEARNING MODE: ONLINE, VIA TEAMS

CONTACT US:

PHONE: 1800 242 611

EMAIL: TRAINING@RIMPA.COM.AU

REGISTER: WWW.RIMPA.COM.AU

ABOUT THIS WORKSHOP

When it comes to writing, it doesn't come naturally to most of us. We all struggle to come up with the right words and it doesn't get easier when writing policies. We need to find the right words, avoid phrases that might create any confusion/misunderstanding and ensure we write correctly and concisely. Policies written effectively ensure clarity and the right interpretation.

Let us assist you in your journey to creating effective policies. We will discuss all of the vital steps involved including the basic concept, getting started, writing, implementing, communicating and reviewing the policy. You are sure to walk away from this workshop with the experience and knowledge required for writing effective policy.

LEARNING OUTCOMES

At the end of this workshop, you should be able to:

· Understand the basic concept of a Policy
· Know how to get started with Writing Policy
· Gain Knowledge on how to write Policies
· Understand how to implement and Communicate the Policy
· Know how to review the Policy