

## Membership Status Upgrade to Associate Form

### PERSONAL DETAILS

\*Mandatory Fields

Name\*

Current Membership Status\*

Non-Member       Student       Individual

Corporate

Phone\*

Email Address\*

---

### EVIDENCE OF YOUR PROFESSIONAL EXPERIENCE\*

Demonstrate at least 3 years' experience within the records and information management industry or industry qualifications in records and information management (minimum Certificate IV in Recordkeeping) and at least 1 year experience in the records and management industry. \*

---

### INFORMATION MANAGEMENT SKILLS

Demonstrate your experience against all questions for 11 of the NAA Information Management

---

Professional capabilities below:

## INFORMATION GOVERNANCE

Understands the role of information governance and is able to apply appropriate frameworks, strategies and policies in the organisation.

Is able to conduct compliance monitoring and reporting activities for systems and practices.

## LEGISLATION AND POLICY

Is able to translate legislation and policies into sound information and data management practices to meet legislative requirements.

---

## STANDARDS AND BEST PRACTICE

Understands endorsed standards and is able to implement relevant procedures to improve information

and datamanagement.

Is able to assist with the development of business processes that reflect improved information and data management practices.

---

## INFORMATION AND DATA LEADERSHIP

Is able to develop and deliver advice and training on information and data management responsibilities, principles and processes.

---

## VALUE OF DATA AND INFORMATION

Understands that information and data are corporate assets and that good business outcomes rely on

maintaining its authenticity, reliability, discoverability, accessibility and usability as long as needed. Understands that the value of information and data may change over its life, so they should be managed accordingly, and in line with legislative requirements.

---

## RISK MANAGEMENT

Understands and assesses risks to information and data throughout its lifecycle, to protect it from malicious or inadvertent destruction, alteration or unauthorised release.

Understands the role of information and data management to mitigate risk and ensure business continuity.

Is able to implement risk management policies and procedures identified in information, data and IT governance artefacts.

---

## INFORMATION SECURITY

Understands information security needs, regulatory requirements and frameworks.

Is able to implement relevant controls and procedures and conduct information security risk assessments and audits.

## VALUE IDENTIFICATION, RETENTION AND DESTRUCTION

Understands the impact of legislation on managing all information and data in all locations such as business systems.

Is able to manage sentencing projects and transfers.

Is able to contribute to disposal authority development projects.

---

## DIGITAL PRESERVATION AND CONTINUITY

Understands how to achieve digital continuity and is able to apply appropriate tools so information

and data continue to be complete, available and usable over time.

Is able to apply digital preservation standards.

---

## BUSINESS PROCESS IMPROVEMENT

Understands business process analysis and can analyse and map business processes to identify inefficiencies and improve processes.

Understands the need for business process change and when to employ appropriate solutions.

## INFORMATION REVIEW

---

Understands the process and purpose of information reviews to create a shared understanding of information assets.

Is able to coordinate information review activities including the input of data into information registers and data catalogues.

Is able to gather, analyse and report information review findings.

---

## USER EXPERIENCE

Understands usability principles and processes and is able to apply a user-centred approach in designing and building new processes and systems.

Is able to conduct basic usability testing for new business systems and practices.

---

## INFORMATION ARCHITECTURE

Understands information architecture conventions and practices and how they relate to other enterprise architectural domains.

Understands organisation specific information and data categorisation tools and is able to advise others on their implementation.

Is able to design and model information architecture artefacts including enterprise taxonomies, vocabularies, classification schemes, namespaces and ontologies.

---

## METADATA

Understands the fundamental role of metadata in information and data management and what metadata requirements apply to the organisation.

Is able to develop metadata schemas to analyse, design, build, use and interpret data.

Is able to distribute, deliver, query, report and analyse metadata.

---

## TOOLS AND TECHNOLOGIES

Is able to participate in the selection, development and configuration of tools and technologies to ensure information and data are created, organised, stored, retrieved, shared and accountably

destroyed.

Is able to investigate ways to improve information and data management using existing or new tools.

Is able to contribute to information technology management including administering usage and issues.

---

## INFORMATION MANAGEMENT FUNCTIONALITY IN SYSTEMS

Understands the need for information management functionality in business systems

[Redacted]

Is able to assess information management functionality in business systems against relevant standards, and implement solutions to address identified gaps.

[Redacted]

---

## INTEROPERABILITY

Is able to contribute to organisational wide initiatives to develop semantic, technical, legal and business interoperability.

[Redacted]

Is able to map between system structures that enable interoperability, such as information architectures, data models and metadata schemas.

[Redacted]

Is aware of data integration and data exchange methods and protocols, such as APIs.

[Redacted]

---

## CLOUD COMPUTING

Understands the use of cloud infrastructure as a service (IaaS), platform as a service (PaaS) and software as a service (SaaS) and how they can be deployed.

[Redacted]

Is able to implement strategies that mitigate risks to information and data in cloud environments.

[Redacted]

---

## DATA SKILLS

Demonstrate your experience against all questions for 2 of the NAA Information Management Professional capabilities below:

### DATA GOVERNANCE

Understands the privacy and ethical implications of sourcing, managing and controlling data, including protecting data against harm, re-identification, inaccuracy and unauthorised access.

Is able to implement policies and procedures to resolve data related issues.

Is able to monitor compliance with data policies, standards and architecture.

### DATA LITERACY

---

Is able to identify, locate, interpret and evaluate a range of information and data types in an ethical manner, and then use that information to respond to specific questions or issues.

---



## DATA ANALYSIS

Is able to apply data analysis, data modelling and quality assurance techniques based upon a detailed understanding of business processes to establish, modify or maintain data structures and

associated components.

Is able to provide advice to database designers and application developers on the details of data structures and associated components.

---

## DATA QUALITY MANAGEMENT (DQM)

Is able to develop and promote data quality awareness, requirements, analysis, metrics and business rules.

Is able to assess, clean and correct data quality defects using relevant tools and programming languages.

---

## DATA ARCHITECTURE

Understands enterprise information needs, and is able to maintain the enterprise data model by analysing and aligning with other business models.

Is able to maintain data delivery architecture, including data integration, data warehousing, business intelligence, enterprise taxonomies and metadata architecture.

---

## DATABASE DESIGN AND DATA MODELLING

Is able to analyse data requirements to establish, modify or maintain data models.

Is able to implement database design principles and data modelling techniques based on policies and standards.

---

## REFERENCE AND MASTER DATA MANAGEMENT

Is able identify reference and master data sources and integration needs, and implement appropriate solutions.

Is able to define and maintain hierarchies and affiliations to enable interoperability.

---

## DATA TOOLS AND PROGRAMMING

Understands a wide range of contemporary data science and analytical tools and is competent in at least one.

Understands programming languages and is able to use basic to intermediate programming skills in current demand.

Is able to implement and support data technology management including defining requirements, evaluating, installing and administering usage and issues.

## REFEREES\*

Name\*

Organisation\*

Position\*

Email\*

Phone Number\*

Name\*

Organisation\*

Position\*

Email\*

Phone Number\*

Please save your application and submit using the submit form and the Membership Committee will be in touch with you shortly