Providers of education and training in information and records management

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Disclaimer

CONTENTS

1 Introduction

This document lists in one place information on organisations and individuals that provide education or training in information and records management. It is part of key guidance for the mandatory _Information and records management standard_, 2016 (16/S1), principle 1.4

> "Organisations must have information and records management staff, or access to appropriate skills"

and the Implementation guide (16/G8) principle 1.4 explanation

> "Your organisation must have staff with information and records management skills or be able to access this expertise."

The purpose of this document is to provide a resource for those in the information and records management sector seeking to develop their capabilities. Professional development opportunities are presented from targeted short courses progressively through to in-depth courses for capability development.

2 Introductory Level – Seminars, workshops and short courses

For people new to information and records management, Section 2 covers basic introductory concepts. However, both new and experienced practitioners can use these short courses to acquire targeted skills and knowledge.

2.1 ALGIM (Association of Local Government Information Management)

View website

Two **online training courses** on IM and Recordkeeping and Local Authority Archives Management are available. These courses are each divided into seven modules with workbooks.

Training is also available on a variety of information management topics through a regular programme delivered as **webinars**. Includes topics such as:

- The Public Records Act 2005
- Retention and Disposal
- Records and IM Standards
- Preservation Planning for Archives
- IM Strategy
- Introduction to Managing Social Media as Records
- IM Maturity Assessment

2.2 Allfields

View website

The types of training include _seminars, workshops, small and large groups, digital learning_ including _Interactive eLearning and digital video content._ Industry standard authoring tools are used to create learning material in a variety of digital outputs, see examples.

Training Design and delivery – with all vendors and products commonly used.

Training solutions and strategies are customised for specific projects or organisational requirements, including upskilling staff.

2.3   i3 Information, Imagination, Insights

The types of training include *Workshops and training, including in-house options*

i3 is independent of any specific software solution and their range of training services includes:

- Strategic development workshops
- Mentoring and professional development
- Training needs analysis
- Instructional design - i3 has experience designing information management courses to NZQA course standards.

2.4   Information Leadership

Training calendar - Trainer led discussions, individual exercises and case studies - covering the main provisions of New Zealand recordkeeping legislation.

The types of training include *1-2 day face-to-face training*, e.g.

- Introduction to the Public Records Act 2005
- Local Government Records and Archives

And Information Management Training

- Information Essentials
- Digitisation
- Retention and disposal (Implementing schedules)
- Taxonomies, classification and metadata
- Change management
- Floor walking and user support

Microsoft 365/SharePoint courses -Including planning for new implementations, improving existing ones and implementation issues such as administration, deployment, support, regulatory, product compliance, and control.

- Microsoft 365 and Sharepoint
- Strategy and Roadmaps

Other training

- Customised in-house courses - courses tailored to specific requirements; in-house courses provide the opportunity for teams to develop agreed solutions
- Webinars, e.g. Recordkeeping and document management in Microsoft 365
- Mentoring- customised to support specific development goals, with targeted skills acquisition by regular contact, feedback and planning sessions.

2.5   Metataxis

View website

Types of training include: standard and tailored courses, workshops and coaching, for example Information Architecture Fundamentals.

2.6   Objective Corporation

View website

Types of training include:

- **Workshops** - *Onsite, without charge* - Various, based on industry research and case studies.
- **Short Courses** - *Face-to face, online, and eLearning options* - A wide range of courses suitable for people in a variety of information and records management roles.
- **Webinars** - Explore challenges; practical best practice insights for greater efficiency, quality and transparency.

2.7   Open Polytechnic of New Zealand

The types of training include:

Certification of Proficiency
View website - *Online learning, 10-12 hours per week for 16 weeks. Entry criteria applies.*

Most courses can be undertaken individually as a Certificate of Proficiency - see the list of courses in the Bachelor of Library and Information Studies.

Courses
- Principles of Records Management – Level 5. Provides a foundational introduction to managing records in Aotearoa New Zealand's private and not-for-profit organisations, public offices and local authorities.
- Knowledge Organisation Systems – Level 6. Gives a practical understanding of concepts and systems of knowledge organisation for use in archives, records management and information management.
- Principles of Information Management – Level 6. Introduces information-related strategy and governance for facilitating good information management within organisational systems.
- Digital Asset Management – Level 6. Provides an in-depth overview of digital assets and how these are to be appropriately and sustainably managed within the organisational environment.
- Archives Management – Level 6. Outlines key management principles and practices that cover the wide variety of archival collections and archival taonga in Aotearoa New Zealand.
- Preservation and Digitisation – Level 6. Introduces principles and practices for the digitisation and long-term preservation of records, taonga, information assets, and archives.

2.8   Paper Conservation

View website

The types of preservation training include workshops, one-on-one and in small groups, webinars, all tailored to suit your organisation.

Training includes:
- Basics of a Preservation Needs Assessment
- Writing a Preservation Plan
- Writing a Storage Plan
- Writing a Disaster Plan
- Care and Handling for access, exhibition and digitisation
- Understanding the Instruction: Physical Storage and Preservation of Protected Records 16/Sp3

2.9   Triptych

The types of training include face-to-face *1-2 day practical workshops* which can be customised for individuals and groups by request.
Courses include:
- Care and handling for Libraries, Archives and Records
- Disaster preparedness and response for Libraries
- Archives and Records
- Other, e.g. Enclose it, Box it

2.10 Victoria University of Wellington

Certificate of Proficiency

View website - *Post Graduate, entry criteria apply, Online internet conference sessions averaging 12 hours per week for 12 weeks.*

Courses include:

- Managing Current Records - *then select the relevant year option.* Theory, tools and strategies for ensuring records in the digital working environment are created and maintained in accordance with organisational and societal requirements.
- Archival Systems - *then select the relevant year option.* Theory, systems and strategies for determining those records worthy of long-term preservation; and their management in the digital age.
- Digital Curation - *then select the relevant year option.* Long-term preservation issues relating to digital objects, i.e. maintaining and adding value to a trusted body of digital information for current and future use.
- Information Culture - *selected years only.* Explore the attitudes and behaviours of individuals towards information and the influences of these on the management of information and records.
- Preservation Management in Libraries and Archives – then select the relevant year option. The principles and practice with an emphasis on management of preservation activities in a New Zealand bicultural context.

3 Qualifications

For people wanting to develop in-depth knowledge, analysis skills, and increasing levels of capability.

These courses are suitable for people with a range of pre-existing education and skills and are relevant for new entrants to experienced practitioners. They are presented, in advancing levels by provider, from introductory to increasing levels of information and records capability and career progression.

3.1 Open Polytechnic of New Zealand

Each course usually involves online learning 10-12 hours per week for 16 weeks. Start dates are in February, July and November each year. Entry criteria applies. Education opportunities include the following programs:

NZ Diploma in Records and Information Management
View website - 6 courses, Level 6

Bachelor of Library and Information Studies
View website -18 courses

Bachelor of Applied Science (Unspecified major)
View website - 18 courses

Graduate Diploma in Library and Information Leadership
View website - 3 courses, Level 7

Certificate of Proficiency
View website - Courses include:
- Principles of Records Management
- Knowledge Organisation Systems
- Principles of Information Management
- Digital Asset Management
- Archives Management
- Preservation and Digitisation

Additional courses can be seen by selecting the program (qualification) links above.

3.2   Te Wānanga o Raukawa

Heke Puna Maumahara – Diploma in Information Management

[View website](#) - NZQA Level 5, 1-year introductory

Delivery by three day residential seminars, self-directed and online Learning.

Learning is entrenched in mātauranga Māori and applying these concepts when organising and retrieving information. It is based on tikanga and kaupapa Māori and knowledge management through a Māori world view.

For people wanting a career focused on preserving taonga, whether for marae, iwi, whānau, Māori organisation, library or museum; and seeking or currently in a role where they collect, access, store, design, implement, preserve and manage knowledge and systems.

Poutuarongo Puna Maumahara – Bachelor of Information Management

[View website](#) - NZQA Level 7

Delivery by residential seminars, self-directed learning and online delivery. Application criteria: completion of Heke Puna Maumahara – Diploma in Information Management.

Progressing from the diploma this qualification aims to develop bilingual and bicultural managers of Māori information resources in organisations. It covers designing, implementing and managing information systems that are suitable for whakapapa based rōpū, Māori groups and organisations in general.

3.3   Victoria University of Wellington

Delivery online with evening lectures, and entry criteria apply. Each course averages 12 hours per week for 12 weeks.

Postgraduate Certificate in Information Studies

[View website](#) - Specialisation archives and records

Entry criteria - a degree or professional experience accepted by the programme director.

This course is suitable if you have an existing degree and are wanting to develop an information and records specialisation. It provides an overview of the information professions including legislation and policies and issues facing the profession such as copyright, cybersecurity, and privacy. The specialisation is:

- Managing current records
- Archival systems.

Postgraduate Diploma in Information Studies

[View website](#) – Specialisation archives and records

Entry criteria - Bachelor's degree, or extensive professional experience.

Progress from the postgraduate certificate by adding courses in:

- Management,
- Information access and use, and
- metadata.

Master of Information Studies

[View website](#) - Specialisation archives and records

Entry criteria - Bachelor's degree with Honours or a Master's degree, or extensive professional experience.

This qualification provides technology-focused and research-based education in information organisation. Government departments, businesses, libraries, museums and archives all need people who can identify relevant information, retrieve it, organise it and make sure people can access it.

Become expert in managing information, gaining skills in management and communication, information technology, research methods.

4 Scholarships, Funding, Awards

4.1 Association of Local Government Information Management (ALGIM)

ALGIM Awards - IRM Training and Development award

- Awarded to one person each year who is working within information management at a local authority. It provides the opportunity to attend a conference or course of choice as approved by ALGIM.

4.2 Open Polytechnic of New Zealand

Follow this link for details of other Scholarships, awards and financial assistance.

- Kua Hii Ake te Ata Study Award

- Pasifika Study Award

4.3 Te Wānanga o Raukawa

Scholarships

- Specific criteria scholarships

- Te Wānanga o Raukawa Foundation Scholarships.

- Open criteria scholarships – apply by January; and Ōtaki and Porirua Trusts Board Scholarships.

4.4 Victoria University of Wellington

Scholarships (scroll down the page to find relevant scholarships).

5 International

The organisations listed in section 5 provide international training resources which may have relevance for practitioners working in the New Zealand environment.

Please note there are differences between New Zealand, Australia and the United States as to how information and records are managed - including legislation, standards, operational environments, and cultural considerations.

5.1 Australasian – Liquid Learning

Running over 300 events, training opportunities focus on developing leadership capability and may include strategy, transformation, and developing business skills like effective communication, information governance, understanding changing roles, and topical trends and issues.

The types of training include two-day workshops with a facilitator, summits; and conferences. To find upcoming events - from the home page - filter by Role: "ICT, Data & Information Management", then by location / or "Virtual / Streaming".

5.2 Australasian – RIMPA (Records & Information Management Professionals Australasia)

RIMPA is the longest serving association for industry practitioners in the southern hemisphere. They actively promote best practice, set industry standards and foster professional development across all business sectors and educational institutions.

RIMPA deliver 3-hour training workshops on various aspects of information management aimed at all levels of the organisation - view website.

Accredited Qualifications - Introductory to Advanced – view website.

Institutions and providers recognised by RIMPA have had their course curricula tested against RIMPA expertise and knowledge of best practice, the ISO Standard for Records Management 15489, and if applicable the Recordkeeping Competency Standards.

5.3   Australian – Linked Training

Training resources support the development of information and records management professionals from beginner to advanced user, with delivery by single and multi-day courses - view website.

eLearning options are available for Application training, e.g. Content manager, and HP Records Manager (ex-TRIM).

5.4   Australian – National Archives of Australia

A range of training programmes and resources to develop information and records management capability. While some content is Austrailan specific, generic content is relevant to New Zealand, e.g. business information, metadata, email, description, and digital records - *eLearning – short videos, presentation*

5.5   United States – AIIM (Association for Information and Image Management)

View website. For information professionals - Training and Certification options

5.6   United States – ARMA International

View website. See **Resources.**

5.7   United States – Institute of Certified Records Managers (ICRM)

View website. See **Certified Records Manager (CRM).**