

Records and Information Management Training Resources Guide

May 2009

Government of Alberta ■
Service Alberta

Produced by

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1. Introduction

This guide contains descriptions of and web links to information about records and information management training programs and courses. It has been compiled by the Records and Information Management Branch to assist Government of Alberta employees in selecting training programs which may assist their career development.

This guide will also serve to support the development of a training program for the Government of Alberta which reflects the competency standards expressed in the Government of Alberta document entitled "[Records Management Competency Profiles](#)".

This guide is not comprehensive. New programs/courses may become available, programs/courses may change, and programs/courses may be discontinued.

If a link is broken, go to the institutions main page and search for the program/course or related programs/courses via their list of training programs or courses being offered.

Please contact the [Records and Information Management Branch](#) to offer feedback or suggestions.

Online programs/courses have been flagged with the symbol [ONLINE](#). Paper-based distance education programs/courses have been flagged with the symbol [DISTANCE](#). If a program/course has not been flagged as being online or offered through distance education, consider checking the website incase the program has become available online since the last update of this document.

2. Degree and Graduate Programs

Australia, Curtin University of Technology. Bachelor of Arts (Media and Information), with a specialization in Librarianship and Corporate Information Management

- This major, which can be undertaken as part of the Bachelor of Arts (Media and Information), will provide you with a sound understanding of the theoretical foundations of information creation and management, especially in a technological environment.
- **Pre-requisites:** A high school degree with an average of 70% (best of 6)
- **For more information:**
http://courses.curtin.edu.au/course_overview/course.cfm?c=303575

ONLINE Australia, Curtin University of Technology. Master of Information Management

- In this course you will choose to specialise in either information and library studies or records management and archives.
- **Pre-requisites:** A bachelor degree or equivalent.
- **For more information:**
http://courses.curtin.edu.au/course_overview/postgraduate/Master-InformationManagement

ONLINE Australia, Edith Cowan University. Bachelor of Information Technology with the option of Major or Minor Cluster in Records Management

- A 3-year program with the option of doing the full program online. The program was designed to prepare students for careers in the fields of Information Technology, Computer Security, Wireless Computing and Information Services.
- **Pre-requisites:** Standard university admission requirements apply.
- **For more information:**
<http://www.scis.ecu.edu.au/Future/Courses/Undergraduate/650/Bachelor+of+Information+Technology>

ONLINE Australia, Edith Cowan University. Master of Information Services

- A 3-semester program with the option of doing the full program online. The course is designed to address market needs for professional information services staff with a broad range of high level skills in information services, information management and information technology.
- **Pre-requisites:** Program requires a Bachelor degree. There are special admissions requirements for some areas of specialization.
- **For more information:**
<http://www.scis.ecu.edu.au/Future/Courses/Postgraduate/150/Master+of+Information+Services>

ONLINE Australia, Monash University. Master of Business Information Systems (MBIS)

- A 18-month program which prepares its graduates for careers in IT management, applications development, business information systems, information systems, information management, or knowledge management.
- The course structure also allows for students to take a 6-month Graduate Certificate in Business Information Systems or one of two 12-month Graduate Diplomas, in Business Information Systems or in Information and Knowledge Management. For details, visit: <http://www.infotech.monash.edu.au/courses/2009/offcampus/>
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.infotech.monash.edu.au/courses/2009/postgraduate/3341/>

ONLINE Australia, University of Canberra. Master of Information Studies

- A 2-semester program that is designed to equip students with the relevant skills for professional practice in all knowledge and information agencies including libraries.
- The program is delivered entirely online and allows for specialization in the fields of Knowledge Management, Internet Communication, or Librarianship The Librarianship.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.canberra.edu.au/courses-units/m-coursework/mis>

Australia, University of South Australia. Master of Business Information Management

- The program prepares students for careers in a wide range of business information management areas, as: technically skilled records managers, archivists, librarians, preservation managers, internet/intranet coordinators, information analysts and administrators, as well as knowledge and information officers at graduate and postgraduate levels.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DMBF>

Australia, University of South Australia. Master of Library and Information Management

- The program is designed to provide students with a choice a professionally recognized qualification in Library and Information Management and will prepare students for careers as technically skilled librarians as well as knowledge and information officers at a postgraduate level.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DMLM>

Canada, University of Toronto. Master of Information (MI)

- A broad-based, inclusive program that offers information-focused fields of study from various disciplinary and professional viewpoints and that is built on the foundational

belief that information penetrates all aspects of our digitally mediated society and that all information professionals need to grasp the political, technological, and epistemological consequences of information practices.

- Program paths may include: Library and Information Science; Archives and Records Management; Critical Information Studies; Information Systems and Design; or, Knowledge Management and Information Management
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.ischool.utoronto.ca/programs-courses/master-of-information>

New Zealand, Victoria University of Wellington. Master of Arts

- The School of Information Management offers a Master of Arts (MA) degree in two disciplines: Communication Studies or Library and Information Studies.
- It is designed for Honours graduates in any discipline who wish to undertake supervised research in a field of communications and information technology, or who wish to eventually pursue the PhD.
- **Pre-requisites:** Program requires a Bachelor degree or, in some cases, exceptions will be made for people with work experience in a relevant area.
- **For more information:** <http://www.sim.vuw.ac.nz/degrees/ma/index.aspx>

New Zealand, Victoria University of Wellington. BCA (Hons) Information Systems major

- The BCA(Hons) in Information Systems is a limited entry programme for graduates who want a fast track into leadership positions as information systems professionals -- as IS consultants, directors or managers, chief information officers, IS policy analysts, consultants in e-Commerce, project managers -- and for those wishing to pursue further research in our MCA and PhD programmes.
- **Pre-requisites:** See website for details.
- **For more information:** [http://www.sim.vuw.ac.nz/degrees/bca\(hons\)/index.aspx](http://www.sim.vuw.ac.nz/degrees/bca(hons)/index.aspx)

New Zealand, Victoria University of Wellington. Master of Information Management

- The Master of Information Management (MIM) is a 12 to 16-month postgraduate, post-experience, professional, managerial qualification that will prepare you for an advanced career in the fields of information services, information technology, and information systems.
- **Pre-requisites:** Program requires a Bachelor degree, 2 years relevant experience, and acceptance by the MIM Programme Director
- **For more information:** <http://www.sim.vuw.ac.nz/degrees/mim/index.aspx>

ONLINE New Zealand, Victoria University of Wellington. Master of Library and Information Studies

- The Master of Library and Information Studies (MLIS) programme sets you on course to organise the knowledge content of the twenty-first century as a Librarian, Information Manager, Knowledge Manager, Website Content Manager, or Intranet Manager.

- **Pre-requisites:** Program requires a Bachelor degree, 2 years relevant experience, and acceptance by the MIM Programme Director
- **For more information:** <http://www.sim.vuw.ac.nz/degrees/mlis/index.aspx>

ONLINE United Kingdom, Aberystwyth, The University of Wales. BSc Econ Information and Library Studies (Single Honours)

- The single honours course equips you with the skills and education necessary to meet the challenges faced by today's information profession. Graduates of the scheme often obtain management posts in the mainstream areas of the profession.
- This course is professionally accredited by the Chartered Institute for Library and Information Professionals (CILIP).
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:** http://www.dis.aber.ac.uk/en/courses/bsc_information_and_library_studies.asp
- This program is also available through distance learning. There is a "study school" requirement which requires 2-3 visits to campus. Please visit site for details: http://www.dis.aber.ac.uk/en/courses/Distance_Learning_Bsc_Information_And_Library_Studies.asp

United Kingdom, Aberystwyth, The University of Wales. BSc Econ Information Management (Single Honours)

- The aim of the degree in Information Management is to produce well qualified graduates for a particularly significant and growing sector of the information sector.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:** http://www.dis.aber.ac.uk/en/courses/BSc_Information_Management.asp

United Kingdom, Aberystwyth, The University of Wales. Historical and Archival Studies Single Honours (BA)

- The Degree scheme is aimed at developing your knowledge of historical study alongside training in the management and use of archives and records. The course also aims to develop skills in the application of information technology in this field.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:** http://www.dis.aber.ac.uk/en/courses/BA_Historical_And_Archival_Studies.asp

United Kingdom, Aberystwyth, The University of Wales. Information and Library Studies (Joint Honours)

- The joint honours degree scheme combines information and library studies with another subject chosen from a wide range.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.

- **For more information:**
[http://www.dis.aber.ac.uk/en/courses/Information And Library Studies Joint Honours.asp](http://www.dis.aber.ac.uk/en/courses/Information%20And%20Library%20Studies%20Joint%20Honours.asp)

United Kingdom, Aberystwyth, The University of Wales. Information Management Major Studies

- This degree scheme gives students the opportunity to combine studies in information management with a 'minor' subject - Law, Economics, Marketing or Business & Management.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
[http://www.dis.aber.ac.uk/en/courses/BSc Information Management Major Studies .asp](http://www.dis.aber.ac.uk/en/courses/BSc%20Information%20Management%20Major%20Studies.asp)

United Kingdom, Aberystwyth, The University of Wales. Information Management Minor Studies

- This course is designed to allow students to combine studies in information management with a 'major' subject – Accountancy & Finance, Business & Management, International Politics, Law or Marketing.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
[http://www.dis.aber.ac.uk/en/courses/BSc Information Management Minor Studies .asp](http://www.dis.aber.ac.uk/en/courses/BSc%20Information%20Management%20Minor%20Studies.asp)

ONLINE United Kingdom, Aberystwyth, The University of Wales. Archive Administration (MSc Econ)

- The MSc Econ in Archive Administration has evolved steadily to include new disciplines and subject areas according to professional needs, such as records management, specific applications of Information and Communications Technology (ICT) and, most recently, issues associated with the change from paper-based to electronic communication and record-keeping, and the legislative requirements of Freedom of Information and Data Protection.
- The course has full accreditation from the Society of Archivists, the relevant professional body.
- **Pre-requisites:** To be considered for the course you should have, or expect to obtain, a good honours degree, which can be in any subject.
- **For more information:**
[http://www.dis.aber.ac.uk/en/courses/MSc Archive Administration.asp](http://www.dis.aber.ac.uk/en/courses/MSc%20Archive%20Administration.asp)
- This course is also available through distance education. There is a “study school” requirement which requires 2-3 visits to campus. Please visit site for details:
[http://www.dis.aber.ac.uk/en/courses/Distance Learning MSc Archive Administration.asp](http://www.dis.aber.ac.uk/en/courses/Distance%20Learning%20MSc%20Archive%20Administration.asp)

United Kingdom, Aberystwyth, The University of Wales. MSc Econ in Information & Library Studies (First qualification Master’s)

- The skills of information and library professionals are in demand as employers recognise the necessity for staff to identify, organise, retrieve and make accessible information as it exists in paper, electronic and multimedia formats. If you take this course you will be introduced to the key information handling skills as well as the opportunity to develop your ICT, management and interpersonal skills.
- The MScEcon Master's in Information and Library Studies qualifications are accredited by The Chartered Institute of Library and Information Professionals (CILIP), which is recognised as the main professional body for information and library professionals in the UK.
- **Pre-requisites:** See website for details.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/MSc_Information_And_Library_Studies.asp

United Kingdom, Aberystwyth, The University of Wales. Information Systems (MSc Econ)

- This program is aimed at students who are considering doctoral research in the future, and students wishing to pursue this programme may apply to the ESRC for funding for the Masters programme and PhD research.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/MSc_Information_Systems.asp

DISTANCE United Kingdom, Aberystwyth, The University of Wales. Records Management (MSc Econ)

- This course is particularly suitable for students who wish to enter records management-related employment in government, business or corporate administration, or information services.
- This course is also available through paper-based distance education. There is a "study school" requirement which requires 2-3 visits to campus. Please visit site for details:
http://www.dis.aber.ac.uk/en/courses/Distance_Learning_MSc_Records_Management.asp
- **Pre-requisites:** See website for details.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/MSc_Records_Management.asp

United Kingdom, Aberystwyth, The University of Wales. MPhil and PhD research

- The Department of Information Studies is able to supervise students researching into any aspect of modern librarianship or information science. The topic for research is chosen by the applicant, who should submit a proposal outlining the aims and methodology of the research. Intending applicants are invited to make informal enquiries about the suitability and viability of the topics before a formal application is submitted, and staff of the Department will advise candidates on the development of acceptable proposals if necessary.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.

- **For more information:**

http://www.dis.aber.ac.uk/en/courses/MPhil_and_PHD_research.asp

United Kingdom, Aberystwyth, The University of Wales. Health Information Management by Distance Learning (MSc Econ)

- The programme is aimed at those who recognise the need for better information management within healthcare. You may be a manager, a health professional, an information manager, a librarian, or an information consultant.
- The Master's degree is accredited by the Chartered Institute of Library and Information Professionals (CILIP).
- We aim to ensure that the content of the programme develops, as it already has, in line with national (and international) requirements for health informatics competencies.
- **Pre-requisites:** This program is open to graduates and suitably experienced non-graduates.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/Distance_Learning_MSc_Health_Information_Management.asp

United Kingdom, Aberystwyth, The University of Wales. Management of Library and Information Services (MSc Econ)

- This degree has been devised as a response to the needs of the library and information profession for Continuing Professional Development. It is designed to help the professional cope with the demands placed upon them, and to prepare mid-career professionals for the next stage in their career.
- The Master's degree is accredited by the Chartered Institute of Library and Information Professionals (CILIP).
- **Pre-requisites:** See website for details.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/Distance_Learning_MSc_Management_Of_Library_And_Information_Services.asp

United Kingdom, Aberystwyth, The University of Wales. Information Management (MSc Econ) Research Preparation Masters

- This program is Arts and Humanities Research Council (AHRC) approved research preparation Master's schemes to enable you to progress to a PhD or MPhil in information management.
- **Pre-requisites:** See website for details.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/Distance_Learning_MSc_Information_Management_Research_Preparation_Masters.asp

United Kingdom, Aberystwyth, The University of Wales. Recorded Information Management (MSc Econ) Research Preparation Masters

- This program is Arts and Humanities Research Council (AHRC) approved research preparation Master's schemes to enable you to progress to a PhD or MPhil in information management.

- **Pre-requisites:** See website for details.
- **For more information:**
http://www.dis.aber.ac.uk/en/courses/Distance_Learning_MSc_Recorded_Information_Management_Preparation_Masters.asp

United Kingdom, Northumbria University. Electronic Publishing and Information Management (BSc (Hons))

- This programme has been designed to meet the growing need for professional information managers who have a detailed knowledge and understanding of electronic publishing in all of its connotations from e-book creation to multimedia, digital sound recording and archiving.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
<http://www.northumbria.ac.uk/?view=CourseDetail&code=UUFELP2ILM1>

United Kingdom, Northumbria University. Librarianship (BSc (Hons))

- This new distance learning programme is designed to fit around your current work commitments and reflects the recent changes in the profession and the new 'Body of Professional Knowledge' introduced by CILIP.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.northumbria.ac.uk/?view=CourseDetail&code=DUDLIB1>

United Kingdom, Northumbria University. Business Information Systems Management (MSc)

- The programme is concerned with preparing computing/IT graduates and/or graduates from other backgrounds who have good IT system development or system management experience, with the skills and knowledge to effectively manage and lead the development of major information systems and/or e-business systems resources.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
<http://www.northumbria.ac.uk/?view=CourseDetail&code=DTPBISM6>

United Kingdom, Northumbria University. Information and Library Management (MA/MSc)

- This distance learning programme is aimed at people working within an information environment, who wish to professionally qualify at Masters level, and is designed to produce information professionals able to take leading roles in the rapidly developing world of information and library management.
- Voluntary study schools (lasting 2 days) are offered at the start of the programme, and before commencing the dissertation.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.

- **For more information:**
<http://www.northumbria.ac.uk/?view=CourseDetail&code=DTFILM6>

United Kingdom, Northumbria University. Records Management (MSc)

- This course is designed to be a careful balance between the knowledge demanded and the immediate skills needed for managing records in the increasingly complex electronic environment and in dynamic organisational contexts, enabling students to adapt to organisational, cultural and technological change.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
<http://www.northumbria.ac.uk/?view=CourseDetail&code=DTDRCM6>

United Kingdom, Northumbria University. Information and Library Management (MA/MSc)

- This distance learning programme is aimed at people working within an information environment, who wish to professionally qualify at Masters level, and is designed to produce information professionals able to take leading roles in the rapidly developing world of information and library management.
- Voluntary study schools (lasting 2 days) are offered at the start of the programme, and before commencing the dissertation.
- **Pre-requisites:** Please contact admissions for details regarding international student admissions requirements.
- **For more information:**
<http://www.northumbria.ac.uk/?view=CourseDetail&code=DTDILM6>

U.S.A, Illinois Institute of Technology. Master of Science in Information Architecture (IARC)

- The M.S. in Information Architecture (IARC) enhances the technical communication core with specialized concepts, skills, and tools for designing, implementing, and managing websites and related digital media. This degree provides students with expertise for a number of tasks relevant to mid-level and advanced positions in the workplace: Website design; Website project management; Information retrieval; Knowledge management; or, Usability testing and evaluation.
- **Pre-requisites:** See website for details
- **For more information:** <http://iit.edu/~techcomm/?q=iarc>

U.S.A., Kent State University. The Master of Science degree in Information Architecture and Knowledge Management

- The program is an interdisciplinary degree that provides opportunities for students interested in graduate studies and research in the broad range of information-related disciplines and professions. The program rests on a set of core courses that provide a broad and solid foundation for specialized work in three concentrations.
- **Pre-requisites:** Please visit: <http://iakm.kent.edu/apply/admissions-requirements/>
- **For more information:** <http://iakm.kent.edu/programs.html>

U.S.A., University of Maryland. Master of Library Science (MLS)

- The MLS program focuses on areas central to research and practice in library and information science. It emphasizes the theoretical and conceptual foundations of the field.
- **Pre-requisites:** Please refer to Criteria for Admission to MLS and MIM Programs found here: http://ischool.umd.edu/admissions/adm_master.shtml
- **For more information:** <http://ischool.umd.edu/programs/mls.shtml>

U.S.A., University of Maryland. Master of Information Management (MIM Program)

- The Master of Information Management – MIM – is an innovative program that addresses the growing need of organizations for skilled information professionals who know how to strategically manage information and technology. Every cutting-edge organization needs people with the skills the MIM degree offers.
- **Pre-requisites:** Please refer to Criteria for Admission to MLS and MIM Programs found here: http://ischool.umd.edu/admissions/adm_master.shtml
- **For more information:** <http://ischool.umd.edu/programs/mim.shtml>

U.S.A., University of Michigan. Bachelor with a Concentration (Major) in Informatics

- Informatics is the study of information and the ways information is used by and affects human beings and social systems. Key to this growing field is that it applies both technological and social perspectives to the study of information.
- **Pre-requisites:** See website for details.
- **For more information:** <http://informatics.umich.edu/>

U.S.A., University of Michigan. Master of Science in Information (MSI)

- The School of Information (SI) introduces you to the foundations of the information disciplines in an exciting and integrated way with its 48-credit-hour Master of Science in Information.
- Advanced courses prepare you for existing and emerging careers and challenge you to exercise your knowledge through practical engagement in the community.
- **Pre-requisites:** Bachelor degree required.
- **For more information:** <http://www.si.umich.edu/msi/default.htm>

U.S.A., University of Michigan. Doctor of Information

- The School of Information (SI) is an excellent environment for pursuing your doctoral studies. Faculty are active in research, pursuing projects in many different areas, using many different methods.
- **Pre-requisites:** Contact admissions for details.
- **For more information:** <http://www.si.umich.edu/phd/>

3.

Diploma and Certificate Programs

ONLINE Australia, Curtin University of Technology. Graduate Diploma in Information and Library Studies

- In this course you will examine the role of the reference and information service.
- **Pre-requisites:** Any bachelor degree except a professional-level degree course in library studies.
- **For more information:**
http://courses.curtin.edu.au/course_overview/postgraduate/GDip-InformationLibrary

Australia, Curtin University of Technology. Graduate Certificate in Records Management

- In this course you will be given an introduction to the concepts and practices of efficient, effective and accountable recordkeeping in a variety of organisational contexts.
- **Pre-requisites:** A bachelor degree or equivalent.
- **For more information:**
http://courses.curtin.edu.au/course_overview/postgraduate/GCert-RecordsManagement

Australia, Curtin University of Technology. Graduate Diploma in Records Management and Archives

- This course builds on the curriculum of the graduate certificate to provide you with further studies into the information industry and use of computers and communication technologies to manage personal and professional information.
- **Pre-requisites:** A bachelor degree in a discipline other than records management and archives.
- **For more information:**
http://courses.curtin.edu.au/course_overview/postgraduate/GDip-RecordsArchives

ONLINE Australia, Edith Cowan University. Graduate Certificate in Information Services

- A 12-month program with the option of doing the full program online. It is intended for students who want an introduction to industry best practice and to the knowledge and skills underlying professional information services delivery and management in these areas.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:**
<http://www.scis.ecu.edu.au/Future/Courses/Postgraduate/119/Graduate+Certificate+in+Information+Services>

ONLINE Australia, Edith Cowan University. Graduate Diploma of Science (Information Services)

- A 12-month program with the option of doing the full program online. Intended for students interested in working in information services, information brokerage, information management and knowledge management industries.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:**
[http://www.scis.ecu.edu.au/Future/Courses/Postgraduate/128/Graduate+Diploma+of+Science+\(Information+Services\)](http://www.scis.ecu.edu.au/Future/Courses/Postgraduate/128/Graduate+Diploma+of+Science+(Information+Services))

Australia, TAFE New South Wales. Certificate III in Recordkeeping

- This course is for people who want to apply some understanding of relevant theoretical knowledge relating to recordkeeping functions in the workplace.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=17866>

Australia, TAFE New South Wales. Certificate IV in Recordkeeping

- This course is for people who want to acquire well-developed recordkeeping skills and a broad knowledge base in a wide variety of contexts.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=17867>

Australia, TAFE New South Wales. Diploma of Recordkeeping

- This course is for people who want to develop the knowledge and skills to effectively operate in a wide range of records management across industry sectors.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=17868>

Australia, TAFE New South Wales. Advanced Diploma of Business (Recordkeeping)

- When you finish this course you will be able to implement and maintain appropriate and cost-effective systems for managing information, using a variety of media.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=9785>

Australia, TAFE New South Wales. Certificate III in Library/Information Services

- This course is for people who want to work as library assistants in libraries and other information agencies.
- **Pre-requisites:** See website for details.

- **For more information:**

<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=19025>

Australia, TAFE New South Wales. Certificate IV in Library/Information Services

- This course is for people who want to work in middle-level jobs in libraries and other information agencies.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=19026>

Australia, TAFE New South Wales. Diploma of Library/Information Services

- This course is for people who want to work in middle-level jobs in libraries and other information agencies.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=19027>

Australia, TAFE New South Wales. Advanced Diploma of Library/Information Services

- This course is for people who want to enhance their knowledge and skills to work at a higher level capacity and in managing others as a library technician in libraries.
- **Pre-requisites:** See website for details.
- **For more information:**
<https://www.tafensw.edu.au/howex/servlet/Course?Command=GetCourse&CourseNo=19028>

Australia, RMIT University. Graduate Diploma in Document Management (GDDM)

- A 1-year program that will equip you as an information professional to meet contemporary technological, marketing, and accountability challenges.
- Offers the option of exiting earlier with a Graduate Certificate upon completion of required courses.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://rmit.com.au/browse;ID=GD088>

Australia, University of South Australia. Graduate Certificate in Business Information Management

- Specializing in: Enterprise Content and Knowledge Management; Library Management; Preservation and Archival Management; or, Records Management
- These programs prepare students for careers in a wide range of Business Information Management areas, as: technically skilled records managers, archivists, librarians, preservation managers, internet/intranet coordinators, information analysts and administrators, as well as knowledge and information officers at graduate and postgraduate levels.
- **Pre-requisites:** Program requires a Bachelor degree.

- **For more information:** <http://www.unisanet.unisa.edu.au/programs/program-plan-list.asp?Program=DCBI>

Australia, University of South Australia. Graduate Diploma in Business Information Management (Enterprise Content and Knowledge Management)

- This program prepares students for careers in a wide range of Business Information Management areas, as: technically skilled records managers, archivists, librarians, preservation managers, internet/intranet coordinators, information analysts and administrators, as well as knowledge and information officers at graduate and postgraduate levels.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DGBF&Plan=ECKM-DGBF>

Australia, University of South Australia. Graduate Diploma in Library and Information Management

- The program will prepare students for careers as technically skilled librarians as well as knowledge and information officers at a postgraduate level.
- **Pre-requisites:** Program requires a Bachelor degree.
- **For more information:** <http://www.unisanet.unisa.edu.au/programs/program.asp?Program=DGLM>

ONLINE Canada, Algonquin College. Archives and Records Management Certificate

- This program provides students with the knowledge and skills required for a career in archives or records management within municipal, provincial, and federal government archives, as well as in non-governmental archives and records centres.
- **Pre-requisites:** Ontario Secondary School Diploma (OSSD) or equivalent, or, Mature Student status (19 years of age or older and without an OSSD).
- **For more information:** http://extraweb.algonquincollege.com/ce_programs/programOverview.aspx?id=6135X02PWO&

ONLINE Canada, Algonquin College. Library and Information Technician Diploma

- This diploma program provides students with the knowledge and skills required to carry out the tasks normally performed in two main functional areas of libraries and information resource centres: technical and public services.
- **Pre-requisites:** See website for details.
- **For more information:** http://extraweb.algonquincollege.com/ce_programs/programOverview.aspx?id=0440X02PWO&

Canada, College of the North Atlantic. Office Administration (Records and Information Management)

- This two-year diploma program incorporates a strong emphasis on office management, computer skills, and an intense study of records and information theories and practices.

- **Pre-requisites:** Please refer to: http://www.cna.nl.ca/Registration/ad_regs.asp
- **For more information:** http://www.cna.nl.ca/ProgramsCourses/School_Business.asp for the School of Business, [http://www.cna.nl.ca/ProgramsCourses/2008-09/Office%20Administration%20\(Records%20and%20Information%20Management\)%20-%20CNA.pdf](http://www.cna.nl.ca/ProgramsCourses/2008-09/Office%20Administration%20(Records%20and%20Information%20Management)%20-%20CNA.pdf) for the PDF document outlining the Records and Information Management specialization.

Canada, Northern Alberta Institute of Technology (NAIT). Records Management and Business Operations

- In response to market needs, Records Management and Business Operations has been designed to provide students with industry-appropriate education in records management and business administration.
- **Pre-requisites:** High school diploma.
- **For more information:** http://www.nait.ca/program_home_14880.htm

Canada, Northern Alberta Institute of Technology (NAIT). eRecords & Information Management Certificate

- Today's records and information managers possess a number of technical, management and organizational skills in addition to the more traditional records and information management skills. They must be able to understand and integrate today's information technology with past, present and future recordkeeping requirements.
- **Pre-requisites:** High school diploma.
- **For more information:** http://www.nait.ca/program_home_16903.htm

Canada, Southern Alberta Institute of Technology (SAIT). Library Information Technology Diploma

- Information navigation is a high-tech adventure and a sought-after skill! Industry needs technicians who can quickly find answers to questions asked by everyone, from students to CEOs.
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.sait.ca/pages/cometosait/continuingeducation/libraryIT/litprogram.shtml>

ONLINE Canada, Southern Alberta Institute of Technology (SAIT). Library Operations Assistant Certificate of Achievement

- The Library Operations Assistant (LOA) program consists of distance education courses designed to offer library training for those interested in working in small school and public libraries.
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.sait.ca/pages/cometosait/continuingeducation/libraryIT/loacertificate.shtml>

Canada, Southern Alberta Institute of Technology (SAIT). Records and Information Management Certificate of Achievement

- The courses are intended for industry professionals upgrading their skills or for individuals looking to change or enhance their careers.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.sait.ca/pages/cometosait/continuingeducation/libraryIT/rimcertificate.shtm>
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Canada, University of Manitoba. RIM - Records Information Management (Letter of Accomplishment)

- The Letter of Accomplishment in Records and Information Management raises your qualifications to perform more analytical and interpretive records and information tasks in all media.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.extended.umanitoba.ca/Programs.aspx?id=62000011>

Canada, University of Manitoba. CAM:RIM - Records Information

- The Certificate in Applied Management Program has been designed to provide individuals in various work environments with the opportunity to combine management studies with applications relevant to their own careers. CAM:RIM is designed primarily for mid-level managers and junior level managers seeking to upgrade their management knowledge and skills.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.extended.umanitoba.ca/programs.aspx?id=75000004>

Canada, University of Manitoba. FRIM - Fundamentals of Records and Information Management

- This one course program covers the basic technical skills of records and information management.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.extended.umanitoba.ca/programs.aspx?id=73000003>

Canada. University of Toronto. Professional Learning Certificates in Records Management

- The Professional Learning Centre offers two Records Management certificate programs in conjunction with the Association of Records Managers and Administrators (ARMA) chapters in Toronto and National Capital Region (Ottawa).
 - Records Management Fundamentals: This program does not assume prior knowledge or experience of records management. **ONLINE** This certificate may also be earned through the online course Introduction to Records and Information Management:
<http://plc.fis.utoronto.ca/coursedescription.asp?courseid=78>
 - Records Management Practice: This program expands upon the material covered in the Fundamentals certificate program and is directed towards individuals who have either completed the Fundamentals program or who

have worked within the Records Management field for several years at least at the Records Analyst level. **ONLINE** This certificate may also be earned through the online course Records Management Practice:
<http://plc.fis.utoronto.ca/coursedescription.asp?courseid=204>

- **Pre-requisites:** See website for details.
- **For more information:** http://plc.fis.utoronto.ca/c_rm.asp

Canada. University of Toronto. Professional Learning Certificate in Information Management

- The Information Management Certificate (TORONTO) aims to train Information Management staff and managers in all aspects of the discipline.
- **Pre-requisites:** See website for details.
- **For more information:** http://plc.fis.utoronto.ca/c_new%20IM.asp

Canada, University of Victoria Continuing Studies. The Cultural Resource Management Program, Diploma in Cultural Resource Management

- This innovative Diploma program allows you to specialize in museum studies, heritage conservation, or cultural management, or to choose courses from all three areas to develop a program that satisfies your professional and personal needs and interests.
- **Pre-requisites:** Applicants to the Diploma Program must hold a bachelor's degree. See website for more details.
- **For more information:** <http://www.uvcs.uvic.ca/crmp/program.aspx#program>

Canada, University of Victoria Continuing Studies. The Cultural Resource Management Program, Professional Specialization Certificate in Heritage Conservation Planning

- Strengthen your professional knowledge and skills in heritage conservation planning through completion of UVic's new Professional Specialization Certificate.
- **Pre-requisites:** Applicants to the Diploma Program must hold a bachelor's degree. See website for more details.
- **For more information:**
<http://www.uvcs.uvic.ca/crmp/collections.aspx><http://www.uvcs.uvic.ca/crmp/herconplanning.aspx>

Canada, University of Victoria Continuing Studies. The Cultural Resource Management Program, Professional Specialization Certificate in Cultural Sector Leadership

- Develop your leadership and management potential with this five-course graduate certificate program offered in partnership with the University of Victoria's School of Public Administration.
- **Pre-requisites:** Applicants to the Diploma Program must hold a bachelor's degree. See website for more details.
- **For more information:**
<http://www.uvcs.uvic.ca/crmp/collections.aspx><http://www.uvcs.uvic.ca/crmp/chsl.aspx>
[X](#)

Canada, University of Victoria Continuing Studies. The Cultural Resource Management Program, Professional Specialization Certificate in Collections Management

- This innovative and accessible part-time program explores the contemporary roles and dilemmas associated with collections in museums, galleries, heritage sites, and other cultural heritage agencies, and develops your capacity to apply leading-edge concepts and techniques to the management of both collections and the information that imbues them with meaning.
- **Pre-requisites:** Applicants to the Diploma Program must hold a bachelor's degree. See website for more details.
- **For more information:** <http://www.uvcs.uvic.ca/crmp/collections.aspx>

New Zealand, The Open Polytechnic of New Zealand. Bachelor of Applied Science in Information & Library Studies Major

- A graduate of the Bachelor of Applied Science majoring in Information & Library Studies will be highly information literate and adept at problem solving - attributes which are essential for the successful provision of information services in today's information-rich world.
- **Pre-requisites:** See "Entry requirements" here: <http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7010>
- **For more information:** <http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7010ils>

New Zealand, The Open Polytechnic of New Zealand. Bachelor of Arts in Information & Library Studies Major

- The BA Information & Library Studies major combines major and elective courses that are specifically focused on the New Zealand library and information environment, leading students through a broad range of subject areas, with opportunities for specialisation in topics of the student's choice.
- **Pre-requisites:** See "Entry requirements" here: <http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020>
- **For more information:** <http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020ils>

New Zealand, The Open Polytechnic of New Zealand. Bachelor of Arts in Communication and Information & Library Studies Double Major

- The Communication and Information & Library Studies double major offers a qualification that has strong vocational application. It also offers a breadth of knowledge and understanding of a range of communication and library and information issues and contexts.
- **Pre-requisites:** See "Entry requirements" here: <http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020>
- **For more information:** <http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020cils>

New Zealand, The Open Polytechnic of New Zealand. Bachelor of Arts in Humanities and Information & Library Studies Double Major

- The Humanities and Information & Library Studies double major offers a qualification that has strong vocational application. It also offers a breadth of knowledge and understanding of a range of cultural and social issues and contexts.
- **Pre-requisites:** See "Entry requirements" here:
<http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020>
- **For more information:**
<http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020hils>

New Zealand, The Open Polytechnic of New Zealand. Diploma in Information & Library Studies (Level 5)

- If you are already working in a library or information profession, or would like to, here's a first-level qualification that's a stepping-stone to the Information and Library Studies major. You'll learn about libraries and the information industry, library technical services, cataloguing, professional image, information literacy and search strategies using a variety of sources.
- **Pre-requisites:** See website for details
- **For more information:**
<http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op5205>

New Zealand, The Open Polytechnic of New Zealand. Diploma in Information & Library Studies (Level 6)

- This study programme is open to those who already possess the NZLS Certificate or hold a Level 5 Diploma. Topics that will further extend your knowledge include policy and planning, contemporary issues in the library and information field, user education, reference skills, and information sources.
- **Pre-requisites:** Diploma in Information & Library Studies (see above). See website for more details
- **For more information:**
<http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op6208>

New Zealand, The Open Polytechnic of New Zealand. Diploma in Records & Information Management

- The programme is designed for people working in areas where record-keeping is part of overall information management function, as well as individuals interested in an information management career. It is structured so that you can specialise in an area such as archives, information technology, communication, law or management.
- **Pre-requisites:** See "Entry requirements" here:
<http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op7020>
- **For more information:**
<http://www.openpolytechnic.ac.nz/programmesandcourses/programmes/op6209>

DISTANCE United Kingdom, University of Liverpool. Diploma/Certificate in Professional Studies: Archives and Records Management

- The D/CPS: ARM aims to provide a thorough grounding in, and a broad perspective view of the theory and practice of archives and records management, chiefly for those already in the workplace.
- Delivered by paper-based distance learning.

- **Pre-requisites:** See website for details
- **For more information:** <http://www.liv.ac.uk/lucas/dcpsarm.htm>

U.S.A., George Washington University. Master's Degree Program, Certificate in Museum Studies Program

- The Certificate in Museum Studies is designed for U.S. students who hold at least a master's degree in an appropriate academic subject and for foreign museum professionals who wish to study intensively in the United States one or more of the functional aspects of museum work.
- **Pre-requisites:** Master's degree.
- **For more information:** <http://www.gwu.edu/%7Emstd/programs.htm>

4. Government Programs

Australia, New South Wales. Training Calendar

- A variety of relevant courses
- **Pre-requisites:** See course details.
- **For more information:** <http://www.records.nsw.gov.au/recordkeeping/training-calendar/training-calendar>

Australia, Tasmania, Archives Office of Tasmania. Training courses.

- The Archives Office offers training courses on a range of records management subjects.
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.archives.tas.gov.au/government/training>

Australia, Western Australia, State Records Office of Western Australia. Recordkeeping Training Courses

- Information about training in various facets of recordkeeping
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.sro.wa.gov.au/government/training.asp>

Canada, Alberta. Government of Alberta Information Management Training Program

- Training calendar available at:
<http://www.im.gov.ab.ca/training/pdf/TrainingCalendar.pdf>
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.im.gov.ab.ca/index.cfm?page=training/index.html>

Canada, UTARMS (University of Toronto Archives & Records Management Services) Records Management Training Courses and Vendor Information Sessions

- The University of Toronto Archives and Records Management Services (UTARMS) offers regular training sessions on a variety of records management topics as well as information sessions with preferred records management vendors to discuss their products and services.
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.library.utoronto.ca/utarms/rm/training.html>

U.S.A., California Office of State Publishing. Forms Management

- The purpose of this course is to discuss how to implement an electronic forms program and examine its advantages and pitfalls.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.osp.dgs.ca.gov/StandardForms/Training+Classes.htm>

U.S.A., Florida Department of State, State Library & Archives Florida. Records Management Training and Consultation

- The State Library and Archives of Florida provides quality records management services to state and local government agencies in accordance with Chapter 257, Florida Statutes.
- **Pre-requisites:** See website for details.
- **For more information:** <http://dliis.dos.state.fl.us/recordsmgmt/workshops.cfm>

U.S.A., Massachusetts Archives. Training Sessions and Presentations (part of Technical Assistance and Workshops)

- The Records Management Unit can conduct training sessions at the Massachusetts Archives or at your office. Analysts will plan an agenda tailored to the records management needs of the agency/department.
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.sec.state.ma.us/arc/arcrmu/rmuser/sertaw.htm>

U.S.A., National Archives and Records Administration, NARA. Records Management Nationwide Training

- NARA has developed updated records management courses designed to meet the changing Federal recordkeeping environment.
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.archives.gov/records-mgmt/training/index.html>

U.S.A., National Center for State Courts (NCSC). Institute for Court Management (ICM)

- The mission of the Institute for Court Management (ICM) is to educate, inform, and support the management and leadership of the state courts. ICM is dedicated to providing the highest level of service and leadership to the state courts.
- **Pre-requisites:** See website for details.
- **For more information:** http://www.ncsconline.org/D_ICM/icmindex.html

U.S.A., New Mexico Commission of Public Records, State Records Center and Archives. Training Schedule for New Mexico Commission Of Public Records

- Courses on various relevant topics
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.nmcpr.state.nm.us/training/trainschedule.asp>

U.S.A., North Carolina Division of Historical Resources, Archives and Records Section, The Government Records Branch. Schedule for State Agency Workshops

- Workshops on various relevant topics
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.records.ncdcr.gov/workshops.htm>

U.S.A., The Ohio Historical Society State Archives, Online Workshop. Local Government Records: Just the Basics

- Presentations on various relevant topics
- **Pre-requisites:** See website for details.
- **For more information:** <http://www.ohiohistory.org/resource/lgr/webworkshops.html>

U.S.A., Oregon State Archives. Records Management - Training and Education

- Various training and education resources.
- **Pre-requisites:** See website for details.
- **For more information:** <http://arcweb.sos.state.or.us/banners/recmgmt.htm>

U.S.A, Pennsylvania Historical and Museum Commission. Bureau Of Archives And History State Government Records Management Training

- Various training and education resources.
- **Pre-requisites:** See website for details.
- **For more information:**
<http://www.phmc.state.pa.us/bah/RecordsMgmt/TrainingSchedule.asp?secid=43>

U.S.A., South Carolina Department of Archives and History. Records Management Training

- We work with state agencies and local governments to ensure the proper management of South Carolina's public records and to identify and protect those of historical value.
- **Pre-requisites:** See website for details.
- **For more information:** <http://arm.scdah.sc.gov/training/>

5. Professional Organizations' Programs/Courses

ONLINE International. International Records Management Trust (U.K. based)
<http://www.irmt.org/educationAndTraining.html>

IRMT offers a variety of resources.

Their training and education resources are free for download and may be used to develop new courses or teaching materials or to supplement existing courses.

ONLINE International. ARMA International (U.S.A. based)
<http://www.arma.org/>

ARMA offers a variety of resources.

There are many online courses, webinars, e-documents and publications. Some resources are free for members. ARMA has a large number of local chapters, who may also have local educational events or online resources for training and education.

ONLINE International. Institute of Certified Records Managers (ICRM) (U.S.A. based)
<http://www.icrm.org/>

The Institute of Certified Records Managers™ (ICRM) is an international certifying organization of and for professional records and information managers. Information about training and certification can be found on its website.

U.S.A., The Society of American Archivists (SAA)

http://www.archivists.org/prof-education/course_catalog.asp

The Society of American Archivists has developed a wide array of professional continuing education programs

6. Miscellaneous Courses & Resources

ONLINE Australia, John Curtin Prime Ministerial Library. Understanding Society through its Records

<http://john.curtin.edu.au/society/>

Description: A free online, educational web resource that explains why records and recordkeeping are so important. It covers the aspects of evidence, justice and archives

ONLINE e-TERM

<http://www.ucl.ac.uk/e-term/>

e-TERM is a project to develop a European programme for Training in Electronic Records Management

ONLINE United Kingdom, The Association for Information Management (ASLIB). Training.

<http://www.aslib.com/training/index.htm>

Training in the form of public courses, on-site training, conferences and distance learning.

ONLINE U.S.A., Archive Builders. Document Imaging and Document Management

<http://www.ArchiveBuilders.com/whitepapers/>

Courses and white papers related to document management, document imaging systems and digital libraries.

ONLINE U.S.A., Getty Institute. Introduction to Archival Organization and

Description: Access to Cultural Heritage 2000.

http://www.getty.edu/research/conducting_research/standards/introarchives/index.html

Description: A document that explores the theory, practice, standards, workflow, the future and resources relating to archives.

U.S.A., Northeast Document Conservation Center

<http://www.nedcc.org/education/introduction.php>

They offer a variety of workshops and other presentations each year to help cultural institutions preserve their valuable collections.

U.S.A. Online Computer Library Center (OCLC). Training

<http://www.oclc.org/support/training/default.htm>

OCLC provides a variety of training-related materials for the products and services they offer.