VETASSESS

Information sheet

Records Manager

ANZSCO: 224214   Group B

About this document

> The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.

> Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.

> The employment assessment involves determining the skill level and relevance of the tasks undertaken.

> Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

A Records Manager designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.

Occupations not considered under this ANZSCO code:

> Librarian
> Bookkeepers
> Secretarial / clerical roles
> Administrative Assistant
> Archivist
> Health Information Manager

Records Manager is a Group B occupation

This occupation requires a qualification which is assessed as comparable to the educational level an Australian Qualifications Framework (AGF) Bachelor or higher*.

If the qualification is in a highly relevant field to the occupation, then one year of highly relevant, post-qualification employment is required. This must be within the past five years.

If the qualification is not in a highly relevant field, three years of highly relevant, post-qualification employment is required. This must be within the past five years.

This is reduced to two years if there is an additional qualification at least at AQF Diploma level in a highly relevant field.

If employment is not post-qualification, then five additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Criteria for a positive Skills Assessment

GROUP B	Minimum comparable Bachelor or higher degree AQF level***	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	AQF	+ (book icon)	N/A	1 YEAR minimum
2	AQF	No highly relevant major	Minimum AQF Diploma level with highly relevant major	2 YEARS minimum
3	AQF	No highly relevant major	No additional highly relevant qualifications	3 YEARS minimum
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Comparable Bachelor degree AQF level
4	5 YEARS minimum + 1 YEAR minimum (Within last 5 years)	N/A	N/A	AQF

Records Managers are generally employed within government departments and/or large corporations. The primary purpose of the position is to develop, implement and manage a records management system and to create a set of standards and policies associated with the system. The role of a Records Manager includes the analysis of business requirements in the design and build, plus responsibility for the ongoing configuration and administration of the system once it is implemented. Records Managers are expected to possess a high level of knowledge and understanding of the principles and practices of records and archives management, and an understanding of the relevant legislation and standards.

The role of Records Manager is at a higher skill level than administrative and clerical roles, and requires the application of legislation, privacy policies, storage of data and documents, knowledge management systems and associated policies and procedures. Whilst many administrative positions have a role in managing the records of a business such as filing and archiving documents, the primary focus of their duties is usually on the administration and clerical work of the department.

Qualification

Records Managers often have qualifications in Information Management, Information Management is the study of different methods and practices in information management, the methods of selecting and organising information resources, and the technology used in the storage, retrieval and dissemination of information.

Highly relevant fields of study would include:

> Records Management

> Records / Information Management

> Records Keeping

> Information Technology

Employment

Tasks include:

> Developing record cataloguing, coding and classification systems, and monitoring their use

> Managing the organisations' central records systems

> Analysing the record-keeping needs of organisations, and translating these needs into record management systems

> Maintaining computerised and other record mangement systems and record forms, and advising on thier usage

> Controlling access to confidential information, and recommending codes of practice and procedures for accessing records

Additional Tasks

> Training staff in the use of record management systems

> Extracting statistical and other data, based on the classification of recorded information

> Assisting with surveys and other research requiring access to recorded information

> Conducting audits to identify missing records and arranging searches to retrieve them

> Developing better practices in order to mitigate risk associated with poor records keeping systems

> Processing requests under freedom of information legislation

> Developing disaster plants to make sure that the organisation has the necessary information to continue functioning