

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 (AQF) 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.

GROUP B		Criteria for a positive Skills Assessment					
	Minimum comparable Bachelor or higher degree AQF level	With highly relevant major field of study	Additional highly relevant qualifications	Highly relevant employment duration			
1		+		+	N/A	+	
2		+	No highly relevant major	+	 Minimum AQF Diploma level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
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	 +  Within last 5 years	+	N/A	+	N/A	+	

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group B**. Please note that in order to achieve a successful Skills Assessment Outcome, a positive assessment for both qualifications and employment is required.

Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Diploma level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Diploma or AQF Advanced Diploma or AQF Associate Degree or AQF Graduate Diploma.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field not highly relevant to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **three** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree with or without a highly relevant major field of study to the nominated occupation.

Bachelor degree or higher degree includes AQF Master Degree or AQF Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **six** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

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 management systems and record forms, and advising on their 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 plans to make sure that the organisation has the necessary information to continue functioning

