

## OG-ARCREC Graduate Diploma in Archives and Records Management

The Graduate Diploma in Archives and Records Management course consists of 8 units.

Unit Code	Unit Title	Study Period availability	
		1	3
INFM520	Critical Information Values	1	3
INF500	Knowledge Organisation & Metadata	1	2
INF530	Public and Private Records	2	
INFM570	Archives & Heritage Collections	3	
INFM510*	Leading & Managing in Information Environments	1	3
INF540*	Digital Preservation (includes 3-week practicum placement)	2	3
	2 Option units		

\*unit has a pre-requisite

### ***Recommended enrolment sequence***

Begin the course with:

INFM520 *Critical Information Values*

INF500 *Knowledge Organisation & Metadata*, and

INF530 *Public and Private Records*

The Option units can be fitted in wherever it works best for your enrolment pattern. The Option units are:

Unit code	Title
PRM500	Project Management Overview
PRM510	Project and People
PRM530	Project Time Management
PRM550	Project Risk Management
MMK520	Storytelling and Digital Media
MMK530	User Experience Design
MMK560	Marketing Intelligence and Analytics
MMK500	Synergising Marketing
MMK550	Digital and Interactive Marketing
PSB510	Organisational Culture
CHRE502	Human Rights History Across Cultures and Religions

**\*Pre-requisites**

These units should be taken towards the end of the course.

INFM510 *Leading and Managing in Information Environments* – 50 credit points (2 completed units)

INF540 *Digital Preservation* - 75 credit points (3 completed units)

***Practicum placement***

A three-week practicum is required to pass the course. Students may apply for equivalency based on previous experience. The practicum is organised for all students by the Practicum Coordinator.