

Graduate Diploma of Information and Knowledge Management

Faculty of Information Technology

All enterprises, whether in the private or public sector, need excellent information and knowledge strategies to succeed.

The GradDiplKM educates information professionals for a range of careers in information and knowledge management.

The course attracts students from a wide variety of educational and professional backgrounds. Graduates are expected to play leading professional roles in Australia and other countries.

This course is designed for students who wish to qualify as librarians, records managers, archivists, information managers, knowledge managers and other information professionals and therefore who need a designated sequence of units for professional recognition purposes. There are different course maps for (a) librarians and related information professionals and (b) records managers and archivists.

Career opportunities

Librarians and **information specialists** manage information and provide information services to clients in a wide range of contexts. They are concerned with analysing information needs, solving information problems, evaluating information sources, organising information, synthesising information into targeted information products, and training clients in the use of information products, services and systems. They work for commercial, government and community sector organisations, for information consultancies and as independent information brokers. Students who wish to gain professional recognition with ALIA must take eight prescribed units in this course structure.

Records managers and **archivists** ensure that vital records of social and organisational activity are created, managed and made available to business for accountability, corporate memory, enterprise knowledge and cultural purposes. Work settings include most major private and public sector organisations, and archival institutions. Students who wish to gain professional recognition by RMAA and ASA must take eight prescribed units in this course structure.

Knowledge managers are concerned with developing strategies and processes for managing organisational knowledge and knowledge flows to achieve organisational goals, enhance performance and add value. A particular concern is developing an environment conducive to the creation, sharing and application of organisational knowledge, and systems that support these processes.

Professional recognition

Students who successfully complete the GradDiplKM in accordance with the structure outlined are eligible for professional membership of the Australian Library and Information Association (ALIA), or the Records Management Association of Australasia (RMAA) and the Australian Society of Archivists (ASA).

Entry requirements

The normal entry requirement is a degree that is equivalent to an Australian bachelors degree. Candidates without formal tertiary qualifications can enter via the Executive Certificate in Information Technology, except in exceptional circumstances as approved by the head of school.

Course code: 3340
Course length: 1 year full-time or 2 years part-time
Campus: Caulfield

Mode of study

All units are offered on-campus, and by off-campus learning mode.

Course structure

The course consists of eight graduate-level units (48 points). It is highly recommended that students also undertake postgraduate orientation activities and workshops coordinated by the Faculty of Information Technology.

(a) For professional recognition by the Australian Library and Information Association (ALIA)

Eight prescribed units:

- FIT5086 Information and knowledge management principles
- FIT5088 Information and knowledge management systems
- FIT5090 Social Informatics
- FIT5102 IT strategy and governance
- FIT5104 Professional practice[#]
- FIT5105 Information access
- FIT5106 Information organisation
- FIT9003 Database systems design

(b) For professional recognition by the Records Management Association of Australasia (RMAA) and the Australian Society of Archivists (ASA)

Eight prescribed units:

- FIT5086 Information and knowledge management principles
- FIT5087 Archival systems
- FIT5088 Information and knowledge management systems
- FIT5090 Social Informatics
- FIT5102 IT strategy and governance
- FIT5104 Professional practice[#]
- FIT5107 Managing business records
- FIT9003 Database systems design

[#] Special entry requirements apply.

Applications

Applications from domestic students for all on-campus graduate courses should be made directly to the Faculty of Information Technology admissions office at the Caulfield campus.

Application forms are available from the inquiry centre on telephone +61 3 9902 6011 or from the Faculty Admissions website: www.infotech.monash.edu/apply

International students

International students wishing to apply for full-fee-paying places should apply directly to:

International Recruitment Services

Monash University

Tel: +61 3 9627 4852

Fax: +61 3 9903 4778

Email: study@monash.edu

Web: www.monash.edu.au/study/international

International students must meet English proficiency requirements outlined on the International website above.

Further information

Caulfield School of Information Technology

Monash University

PO Box 197

Caulfield East, Victoria 3145

Australia

Tel: +61 3 9903 2535

Fax: +61 3 9903 2745

Email: frontdesk@infotech.monash.edu.au

IT Admissions: admissions@infotech.monash.edu.au

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CRICOS code: 058487D CRICOS provider: Monash University 00008C. GDiplKM-08