



MONASH University
Information Technology

FIT5107
Managing business records

Unit Guide

Semester 2, 2012

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

Last updated: 20 Jun 2012

Table of Contents

<u>FIT5107 Managing business records - Semester 2, 2012</u>	1
<u>Mode of Delivery</u>	1
<u>Contact Hours</u>	1
<u>Workload</u>	1
<u>Unit Relationships</u>	1
<u>Prohibitions</u>	1
<u>Chief Examiner</u>	1
<u>Campus Lecturer</u>	1
<u>Caulfield</u>	1
<u>Academic Overview</u>	3
<u>Outcomes</u>	3
<u>Graduate Attributes</u>	3
<u>Assessment Summary</u>	3
<u>Teaching Approach</u>	4
<u>Feedback</u>	4
<u>Our feedback to You</u>	4
<u>Your feedback to Us</u>	4
<u>Previous Student Evaluations of this unit</u>	4
<u>Required Resources</u>	4
<u>Recommended text(s)</u>	5
<u>Unit Schedule</u>	6
<u>Assessment Requirements</u>	7
<u>Assessment Policy</u>	7
<u>Assessment Tasks</u>	7
<u>Participation</u>	7
<u>Assignment submission</u>	8
<u>Online submission</u>	8
<u>Extensions and penalties</u>	8
<u>Returning assignments</u>	9
<u>Referencing requirements</u>	9
<u>Other Information</u>	10
<u>Policies</u>	10
<u>Student services</u>	10
<u>Other</u>	11

FIT5107 Managing business records - Semester 2, 2012

This unit relates to managing the creation, storage, recall and dissemination of business records within organisation-wide frameworks. Topics cover: socio-legal and business requirements for evidence; knowledge bases for representing functions and activities; managing access; designing and implementing recordkeeping policies, strategies and systems in accordance with industry and professional standards, including the International Standard for Records Management, and using recordkeeping business analysis tools (workflow, risk management, identification of vital records, functional analysis).

Mode of Delivery

- Caulfield (Day)
- Caulfield (Off-campus)

Contact Hours

2 hrs lectures/wk, 2 hrs tutorials/wk

Workload

Students will be expected to spend a total of 12 hours of study per week on this unit. This will include:

- 2 hour lecture, 2 hour tutorial

and an additional 8 hours private study, revision and completing assignments.

Off-campus students generally do not attend seminar sessions, however you should plan to spend equivalent time listening to the MULO recordings, working through the relevant resources and participating in weekly discussion forums.

Unit Relationships

Prohibitions

IMS5047

Chief Examiner

Dr Joanne Evans

Campus Lecturer

Caulfield

Joanne Evans

Consultation hours: By appointment, via email or in class.

FIT5107 Managing business records - Semester 2, 2012

Sue McKemmish

Consultation hours: By appointment, via email or in class.

Academic Overview

Outcomes

At the completion of this unit students will:

- understand the business processes that recordkeeping activities support, and the evidential requirements for evidence of business activities that exist in the work place;
- understand how systems are designed and implemented to meet business needs and evidential requirements;
- have the skills to undertake various forms of business analysis in support of records management activities;
- be able to collaborate effectively with other professionals in the design and implementation of electronic recordkeeping systems in a large organisation, or to undertake these activities alone in a small organisation; and
- be able to advise team members and function managers on records management systems for business purposes.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

- a. engage in an internationalised world
- b. exhibit cross-cultural competence
- c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

Assessment Summary

Class activities and discussion (or electronic equivalent): 25%;

Practical exercises - individual assignment: 25%;

Formal supervised assessment: 50%

Assessment Task	Value	Due Date
Assignment 1 - Records and Recordkeeping Management Exercises	5 x 10% = 50% (For each 10% task, 5% is related to the 'Class activities and discussion'; 5% to the 'Practical Exercises - individual assignment' in the Assessment Summary)	Monday 13 August 2012, Monday 3 September 2012, Monday 17 September 2012, Monday 1 October 2012, Monday 15 October 2012
Assignment 2 - Organisational Recordkeeping Requirements (Group)	50% (25% group mark, 25% individual mark)	Monday 5 November 2012

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

Previous Student Evaluations of this unit

Student feedback has led to better alignment of the class activities/discussion and practical exercises into a set of 5 Assignment 1 assessment tasks, which also incorporate practical experience of EDRMS software and application of records management standards. Participation requirements for on and off campus students have also been substantively clarified and revised.

If you wish to view how previous students rated this unit, please go to

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

The *AS ISO 15489 Records Management Standard* is a major reference for this unit and students can access this and other relevant standards through the Standards: on-line premium database available through the library, see <http://www.lib.monash.edu.au/databases/1274655.html>.

Recommended text(s)

Jay Kennedy and Cheryl Schauder. (1998). *Records Management : A Guide to Corporate Recordkeeping*. (Second) Addison Wesley Longman (ISBN: 0582911788).

Sue McKemmish, Michael Piggott, Barbara Reed and Frank Upward (editors). (2005). *Archives: Recordkeeping in Society*. () Centre for Information Studies, Charles Sturt University (ISBN: 1876938846).

Unit Schedule

Week	Activities	Assessment
0	Review the unit site in Moodle and ensure you are registered for a tutorial	No formal assessment or activities are undertaken in week 0
1	Introduction	
2	Managing Records and Recordkeeping	
3	Recordkeeping Frameworks and Standards	
4	Recordkeeping Systems - Organisational Case Study	Assignment 1.1 due Monday 13 August 2012
5	Recordkeeping Systems - Frameworks, Policy, Strategies, Tools and Technologies	
6	Recordkeeping Metadata	
7	Developing a Business Classification Scheme - Organisational Analysis	Assignment 1.2 due Monday 3 September 2012
8	Developing a Business Classification Scheme - Function and Work Process Analysis	
9	Recordkeeping Tools	Assignment 1.3 due Monday 17 September 2012
10	Organisational Recordkeeping Frameworks and Policies	Assignment 1.4 due Monday 1 October 2012
11	Digital Recordkeeping Strategies	
12	Recordkeeping System Implementation	Assignment 1.5 due Monday 15 October 2012
	SWOT VAC	No formal assessment is undertaken in SWOT VAC; Assignment 2 due Week 15, Monday 5 November 2012
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu>)

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at

<http://lib.monash.edu/tutorials/citing/>

Assessment Tasks

Participation

For Assignment 1:

- On-campus students are assessed on tutorial participation, and are expected to attend tutorials.
- Off-campus students are assessed on their participation in online discussion forums.

Criteria for assessing participation will be detailed in the assignment specification and will be informed by peer evaluation.

• Assessment task 1

Title:

Assignment 1 - Records and Recordkeeping Management Exercises

Description:

This assignment consists of 5 practical exercises, aimed at developing both your understanding of key concepts and your skills in records and recordkeeping management. Exercises will be carried out in small study groups in tutorials for on campus students and in online discussion forums for off campus students. This participation aims to

- ◆ engage you with the literature,
- ◆ encourage you to share your ideas with other students as part of developing your understanding, and
- ◆ demonstrate your ability to prepare material for discussion

Individual 750-1000 word responses to each of the exercises will then be submitted, along with a peer evaluation form which rates the performance of yourself and other members of your study group.

Weighting:

5 x 10% = 50% (For each 10% task, 5% is related to the 'Class activities and discussion'; 5% to the 'Practical Exercises - individual assignment' in the Assessment Summary)

Criteria for assessment:

1. Understanding of the task and the related records and recordkeeping concepts
2. Participation in tutorial activities
3. Quality of presentation – including clarity of structure and expression, and appropriate citing and referencing of sources.

Due date:

Monday 13 August 2012, Monday 3 September 2012, Monday 17 September 2012,
Monday 1 October 2012, Monday 15 October 2012

• **Assessment task 2**

Title:

Assignment 2 - Organisational Recordkeeping Requirements (Group Assignment)

Description:

In groups of up to four you will prepare a report and presentation on recordkeeping requirements for a chosen organisation.

Weighting:

50% (25% group mark, 25% individual mark)

Criteria for assessment:

1. Understanding of organisational analyses processes and their application to the case study organisation.
2. Understanding and skill in applying recordkeeping concepts and practices to the assessment and specification of recordkeeping system requirements, implementation strategy and development of a business case for recordkeeping.
3. Quality of the presentation and report including team work, research effort and effective use and referencing of a range of sources.

The individual mark will relate to the quality and level of your individual contribution to the assignment (contribution to allocated responsibilities) in terms of the criteria specified above, and will involve each team member individually completing a Peer Review Form for the project team.

Due date:

Monday 5 November 2012

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

<http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

Returning assignments

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Referencing requirements

Students are required to cite their sources and provide reference lists using the APA (American Psychological Association) standard for referencing academic papers as required by the Faculty of IT.

Other Information

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);
and
- Academic and Administrative Complaints and Grievances Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)
- Codes of Practice for Teaching and Learning
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students. For Sunway see <http://www.monash.edu.my/Student-services>, and for South Africa see <http://www.monash.ac.za/current/>

The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. At Sunway, visit the Library and Learning Commons at <http://www.lib.monash.edu.my/>. At South Africa visit <http://www.lib.monash.ac.za/>.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: <http://monash.edu/equity-diversity/disability/index.html>;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway

Other Information

Other

References:

Course notes and other reference material will be provided on the unit's Moodle site, including links to digital and digitised material accessible through the Monash Library.