FIT5107
Managing business records

Unit Guide

Semester 2, 2015
# Table of Contents

**FIT5107 Managing business records - Semester 2, 2015**

- Mode of Delivery.................................................................................................................................1
- Workload Requirements........................................................................................................................1
- Chief Examiner....................................................................................................................................1
- Campus Lecturer..................................................................................................................................1
  - Caulfield........................................................................................................................................1
- Tutors..................................................................................................................................................2
  - Caulfield........................................................................................................................................2
- Your feedback to Us.................................................................................................................................2
- Previous Student Evaluations of this Unit.............................................................................................2

### Academic Overview

- Learning Outcomes............................................................................................................................3

### Unit Schedule

- Teaching Approach............................................................................................................................4
- Assessment Summary............................................................................................................................4

### Assessment Requirements

- Assessment Policy..............................................................................................................................6
- Assessment Tasks...............................................................................................................................6
  - Participation..................................................................................................................................6

### LEARNING OUTCOMES:

- Assessment task 2..............................................................................................................................8

### LEARNING OUTCOMES:

- Learning resources...........................................................................................................................9
- Feedback to you.................................................................................................................................9
- Extensions and penalties....................................................................................................................9
- Returning assignments.......................................................................................................................9
- Referencing requirements...................................................................................................................9
- Assignment submission.....................................................................................................................9
- Online submission..............................................................................................................................10
- Required Resources..........................................................................................................................10
  - Recommended text(s).....................................................................................................................10

### Other Information

- Policies..............................................................................................................................................11
- Faculty resources and policies............................................................................................................11
  - Graduate Attributes Policy.............................................................................................................11
- Student Charter..................................................................................................................................11
- Student services.................................................................................................................................11
- Monash University Library...................................................................................................................11
- Disability Liaison Unit........................................................................................................................11
- Other................................................................................................................................................12
FIT5107 Managing business records - Semester 2, 2015

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 (Online)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

• 2 hours of lectures
• One 2-hour tutorial

(b.) Study schedule for off-campus students:

• Off-campus students generally do not attend lecture and tutorial sessions, however should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week.

(c.) Additional requirements (all students):

• A minimum of 8 hours independent study per week for completing tutorial and project work, private study and revision.

See also Unit timetable information

Chief Examiner

Dr Steven Wright

Campus Lecturer

Caulfield

Dr. Suzanne Zyngier suzanne.zyngier@monash.edu

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

Caulfield

Viviane Hessami Viviane.Hessami@monash.edu

Consultation hours: TBA: will be posted onto Moodle

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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions/ and on student evaluations, see:
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 through four 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.

The overwhelming majority of students have agreed and strongly that this is a challenging but satisfying unit in which they learn new skills, and that meets the learning objectives.

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

Learning Outcomes

At the completion of this unit students should be able to:

- explain the business processes that recordkeeping activities support, and the evidential requirements for business activities in various organisational settings;
- explain at a strategic and operational level how systems are designed and implemented to meet business needs and evidential requirements;
- identify and discuss the suite of policies, standards and best practice guidelines that relate to quality records management;
- undertake various forms of business analysis in support of records management activities;
- design and implement electronic recordkeeping systems in large organisations in collaboration with other professional groups, or undertake these activities alone in a small organisation; and
- advise senior managers on organisation-wide records management policies, programs and systems.
## Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Review the unit site in Moodle and ensure you are registered for a tutorial</td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Introduction to Records and Recordkeeping</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Managing Records and Recordkeeping</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Recordkeeping Frameworks and Standards</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Recordkeeping Systems - Design</td>
<td>Design Assignment 1.1 due Sunday 23 August 2015</td>
</tr>
<tr>
<td>5</td>
<td>Recordkeeping Systems - Organisational Case Study</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Recordkeeping Systems - Recordkeeping Metadata</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Developing a Business Classification Scheme - Organisational Analysis</td>
<td>Assignment 1.2 due Sunday 13 September 2015</td>
</tr>
<tr>
<td>8</td>
<td>Developing a Business Classification Scheme - Function and Work Process Analysis</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Determining Recordkeeping Risks, Recordkeeping Requirements and Deriving Recordkeeping Tools</td>
<td>Assignment 1.3 due Friday 27 September 2015</td>
</tr>
<tr>
<td>10</td>
<td>Developing and Implementing Organisational Recordkeeping Policies and Strategies</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Developing and Implementing Digital Recordkeeping Strategies</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Implementing and Managing Recordkeeping Systems</td>
<td>Assignment 1.4 due Friday 25 October 2015</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken in SWOT VAC; Assignment 2 due Week 15, Sunday 16 November 2015</td>
</tr>
</tbody>
</table>

*Unit Schedule details will be maintained and communicated to you via your learning system.

## Teaching Approach

**Lecture and tutorials or problem classes**

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

## Assessment Summary

Practical exercises, class activities and discussion (or electronic equivalent): 50%; Formal supervised assessment: 50%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWOT VAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1 - Records and Recordkeeping Management Exercises</td>
<td>4 x 12.5% = 50% (For each task 2.5% is related to participation in tutorial activities)</td>
<td>Assignment 1.1 due Sunday 23 August 2015; Assignment 1.2 due Sunday 13 September 2015; Assignment 1.3 due Friday 27 September 2015; Assignment 1.4 due Friday 25 October 2015; Assignment 2 due Week 15, Sunday 16 November 2015</td>
</tr>
<tr>
<td>Assignment 2 - Organisational Recordkeeping Requirements (Group Assignment)</td>
<td>50% (25% group mark, 25% individual mark)</td>
<td>Sunday 15 November 2015</td>
</tr>
</tbody>
</table>
Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

Academic Integrity - Please see resources and tutorials at
http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/

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 each 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 4 practical exercises, aimed at developing 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 in the discipline,
♦ 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:
4 x 12.5% = 50% (For each task 2.5% is related to participation in tutorial activities)

Criteria for assessment:

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

Due date:
Assignment 1.1 due Sunday 23 August 2015; Assignment 1.2 due Sunday 13 September 2015; Assignment 1.3 due Friday 27 September 2015; Assignment 1.4 due Friday 25
Assessment Requirements

Remarks:
LEARNING OUTCOMES:

At the end of this assignment students will be able to:

♦ explain the business processes that recordkeeping activities support, and the evidential requirements for business activities in various organisational settings;
♦ explain at a strategic and operational level how systems are designed and implemented to meet business needs and evidential requirements;
♦ identify and discuss the suite of policies, standards and best practice guidelines that relate to quality records management;
♦ design and implement electronic recordkeeping systems in large organisations in collaboration with other professional groups, or undertake these activities alone in a small organisation; and
♦ advise senior managers on organisation-wide records management policies, programs and systems.

♦ design and implement electronic recordkeeping systems in large organisations in collaboration with other professional groups, or undertake these activities alone in a small organisation; and
♦ advise senior managers on organisation-wide records management policies, programs and systems.

• 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: Sunday 15 November 2015

Remarks:
LEARNING OUTCOMES:

At the end of this assignment students will be able to:

♦ identify and discuss the suite of policies, standards and best practice guidelines that relate to quality records management;
♦ undertake various forms of business analysis in support of records management activities; and
♦ design and implement electronic recordkeeping systems in large organisations in collaboration with other professional groups, or undertake these activities alone in a small organisation;

Learning resources

Monash Library Unit Reading List (if applicable to the unit)
http://readinglists.lib.monash.edu/index.html

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

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.monash.edu.au/exams/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.

Assignment submission

It is a University requirement (http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-plagiarism.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 electronic submission). Please note that it
LEARNING OUTCOMES:

is your responsibility to retain copies of your assessments.

Online submission

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

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)


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: www.policy.monash.edu.au/policy-bank/academic/education/index.html

Faculty resources and policies

Important student resources including Faculty policies are located at http://intranet.monash.edu.au/infotech/resources/students/

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.html

Student Charter


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 http://www.monash.edu.au/students. For Malaysia see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/.

Monash University Library

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

Disability Liaison Unit

Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis.

- Website: http://www.monash.edu/equity-diversity/disability/index.html
- Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Malaysia
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Malaysia Campus
Other Information

Other

References:

Course notes, recordings of the lectures 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.