Practitioner Certificate in Scottish Public Sector Records Management
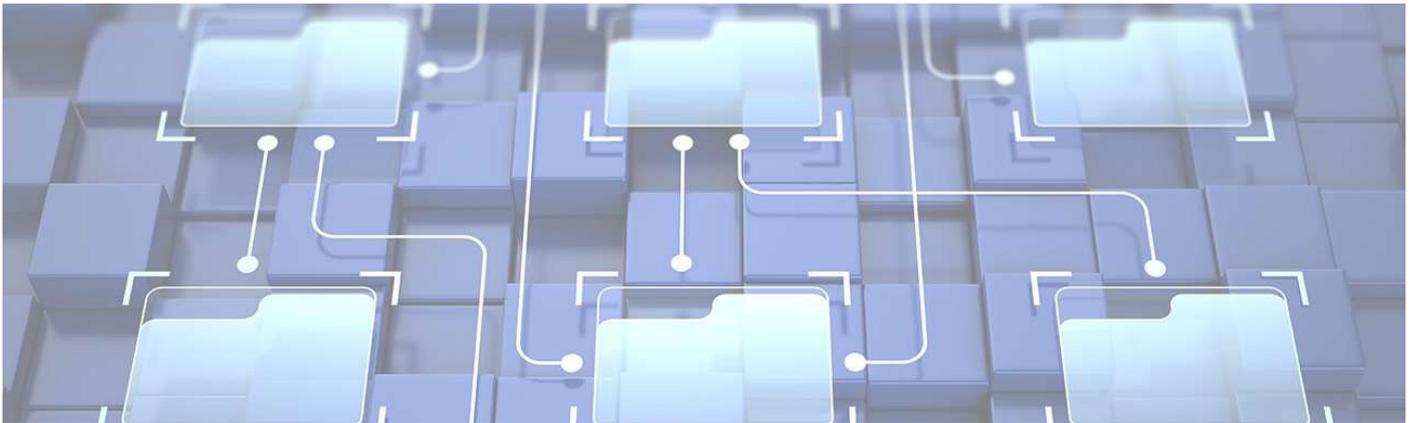
For the first time, a comprehensive course tailored to the requirements of the Public Records (Scotland) Act 2011.

In the model Records Management Plan issued under the PRSA, Scottish Public Authorities are required to designate a **records manager** to "have operational responsibility for records management within the organisation" and to ensure that individual has "the relevant skills and training" (Elements 2 and 12).

This six half-day online course is specifically designed to support colleagues without a formal records management background or qualification to develop the skills and knowledge to be effective and confident in the records manager role for a Scottish public authority.

https://for-your-info.co.uk/training-in-records-management-and-data-protection/practitioner-certificate-in-records-management/

Delivered online through Cisco Webex

February 15, 17, 23, 25 and March 1 and 4

Cost: £1,250 + VAT per delegate

Trainer: Frank Rankin FIRMS

Holding a postgraduate degree in records management and practitioner certificates in data protection, FOI and information security, Frank has 25 years of experience as an information governance professional in local government, the NHS, higher education and the civil service. Since 2013 he has been a freelance trainer and consultant and has supported a range of public bodies in their PRSA compliance and records management training requirements.

The course

The course runs over six half-days with a small group of peers. Frank will bring his extensive records management experience to bear, presenting key concepts and real-world approaches in a friendly, pragmatic and accessible way.

Each day will run 0930-1300. Printed copies of all presentations and materials will be provided.

Assessment and certification will be based on submission of a portfolio of work products and reflective practice statements mapped to the evidence requirements of the Model Records Management Plan.

Please get in touch with any questions or to enquire about in-house training or consultancy.

Frank Rankin, frank@for-your-info.co.uk, 0795 848 2882

Course content

Records management in the Scottish public sector

Course introduction and overview

Records Management: Definitions and principles; Scope and limitations; RM as a professional discipline; Business drivers and benefits

Legislation and standards: Public Records (Scotland) Act 2011, Freedom of Information (Scotland) Act 2002 and s61 Code of Practice; General Data Protection Regulation; ISO15489; ARMA Generally Accepted Record-keeping Principles;

Structure and retrieval

Search engines *versus* fileplans; Functional analysis and Business Classification Schemes

Metadata, naming conventions, thesauri and tagging

New and social media and the record. Classification, security and vital records

Managing the lifecycle

Concepts – Lifecycle *versus* continuum

Appropriate creation and capture of records. Drivers of records retention.

Retention schedule – Approaches, models and resources

Disposal and destruction of life-expired records

Archival selection, permanent preservation and transfer arrangements

Real life implementation

Tools and techniques: ECMS, EDRMS, Microsoft 365 and SharePoint; managing shared drives; Email as a record; Paper records management; Governance in the Cloud;

Making the business case; Training and awareness raising; Third parties and RM in contracted out functions; Programme management; Metrics and KPIs.

Booking form

Delegate details (please submit a separate form for each delegate)

Name	
Job Title	
Organisation	
Telephone	
Email	

Payment (credit card payment also available, please get in touch)

Please invoice my organisation quoting Purchase Order Number:	
Address for invoice Email	

Please return the form to frank@for-your-info.co.uk **or** Frank Rankin, 11 Viaduct Road, Clarkston G76 8BN

Terms and conditions: Bookings on the event cannot be confirmed until payment is arranged (for example, by issuing a purchase order). The fee includes printed course materials. You will receive a booking confirmation by email within 5 working days of payment being arranged by purchase order or otherwise and joining instructions will be sent by email 14 days prior to the event. We reserve the right to cancel the event due to insufficient numbers up to 7 days beforehand. We reserve the right to cancel the event or make changes to the programme, presenters or venue

Special requirements: Please tell us about any special requirements you may have and we will be glad to make any reasonable adjustments.

Cancellations: Any cancellation must be received in writing. Cancellations received less than 14 days before the event will be subject to a charge of 50% of the fee. Cancellations received less than 7 days before the event will be subject to the whole fee. Delegates from the same organisation may be substituted at no additional cost

Data Protection: We will use your personal details for the purposes of course or event administration. We may use your business contact details to let you know about other relevant events. Please let us know if you would prefer that we did not do so. https://www.infogov.scot/privacy-notice

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