

New Zealand Diploma in Records and Information Management (Level 6)

This qualification is designed to provide you with the knowledge and skills to manage information within organisations as evidence and as an asset. You will develop a practical and strategic understanding of how physical and digital records, archives and other types of organisational information are created and used and how they need to be managed in ways that address business, governance, research and storage requirements. You will also assist in developing, applying and monitoring associated policy, strategy, standards and practices that are ethical, meet legislation and address the unique working environment of each organisation.

Qualification code NZ3467

Level > 6 **Credits > 120**

Workload > Allow 10-12 hours of study per credit. Your workload may be higher around assessment due dates.

Study type > Trimester.

Cost > See the qualification page on the website.

Student loan > You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

How to apply

Go to the choose courses tab on the qualification page on our website. If you are enrolling in this qualification for the first time select LIS507 and click the add to enrolment plan. You will be taken through our step-by-step enrolment process, which you can save and exit from at any time.



Qualification structure

There are five compulsory courses and a choice of three electives from which you choose one. The Diploma is equivalent to the second year of the Bachelor of Library and Information Studies (BLIS). The recommended order in which students should study the courses is outlined below.

Course Code	Course Name	Level
COMPLETE THESE COMPULSORY COURSES		
LIS507	Principles of Records Management	5
LIS608	Principles of Information Management	6
LIS609	Digital Asset Management	6
LIS610	Archives Management	6
LIS612	Preservation and Digitisation	6
CHOOSE 1 COURSE		
LIS603	Knowledge of Organisation Systems	6
LIS604	Cultural Competencies in the Information Environment	6
73213	Research Methods and Interpretation	6

Career Opportunities

This qualification provides a pathway for people intending to enter or advance in the information management profession. This qualification is ideal if you are interested in a career relating to the management of organisational or heritage information, records and / or archives. It also meets the needs of those with work or study experience in business management, Information Systems, IT or digitisation who are interested in or have been given responsibility for business records and other information assets.

Entry requirements

To enrol in this programme you need to have evidence of successful study at Level 5 in information and library studies or related field, such as heritage information or information and communication technologies.

What you will learn

When you achieve this qualification you will be able to:

- advise organisations on principles and benefits of information management and information governance for equitable and compliant information access, use and disposal, and to minimise information-related risks;
- analyse the business information needs of organisations and select appropriate information management solutions for the organisations;
- apply specialised technical and theoretical knowledge of information management to manage business information ethically and in line with industry standards;
- guide organisations to the delivery of a robust and effective information management environment for the organisation including consideration of the importance of kaupapa and mātauranga Māori, and Pacific knowledge.

Study pathways

This qualification can build on the:

- New Zealand Diploma in Library and Information Studies (Level 5)

It can lead onto higher qualifications such as the Bachelor of Library and Information Studies (BLIS), the Graduate Certificate in Information Leadership, and other degrees in business management or information and communication technologies (ICT).

Visit the information and library studies subject area on our website for more information.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

English language requirements

International students must also have an IELTS (Academic) score of 6.0 with no band score lower than 5.5, or equivalent.

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic) score of 6.0 with no band score lower than 5.5, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

Te Reo

Assignments in this programme can be submitted in Te Reo.

Visit openpolytechnic.ac.nz/current-students/assessments/submitting-your-work-in-te-reo-maori/ for how to register your intention to do so.

International students and domestic students living overseas

You can study this programme part time, if you're an international student living in New Zealand. You will need to be in paid employment with a valid work permit. The work permit must be valid for the duration of the study.

You can study this programme if you are a domestic student living overseas

You cannot study this programme if you are an international student living overseas.

Visit openpolytechnic.ac.nz/internationalstudent for more information about the special conditions and fees that you'll need to meet.