

Is your future in
**Records & Information
Management?**



What is Records & Information Management?

Information is one of the most vital, strategic assets any organisation has. A records and information management professional helps identify, organize, maintain, retrieve, and dispose of information, while ensuring compliance, minimising costs, and reducing litigation risks.



What do Records & Information Managers do?



Control information for business use which in turn allows businesses to make better decisions in the knowledge that the information used is complete and secure from change.

Why Records & Information Management?

THE PAY IS GOOD - starting rates are around \$35,000-40,000 about the same as a lawyer or accountant and an average wage after a couple of years is \$40,000-60,000 but it doesn't stop there, with experience and knowledge you can earn over \$100,000 a year.

IT IS CHALLENGING WORK - records and information management professionals work in a challenging, exciting field that tests their ability to adapt to new situations and learn new skills. people who enjoy learning new things will find records and information management a stimulating career.

THERE ARE HEADS OF JOBS - no matter what industry you look at, there is a need for records and information management people

LOTS OF TEAMWORK - and interaction with different people

OPPORTUNITIES ARE ENDLESS - with the skills and experience you learn you can move into management and become a boss, or go into business on your own, and there are jobs around the world, every medium to large business needs records and information managers

Education Options

There are currently two different level records and information management courses you can take:

- vocational (certificate III through to advanced diploma)
- tertiary

courses are delivered through various mediums, including on-campus, distance and on-line study options as well as part time and full time study.

A Professional Organisation to Guide You

By working in the information industry you may join the Records Management Association of Australasia (RMAA). The RMAA represents recordkeeping professionals at all levels and offers a wide range of activities supporting the profession of records and information management. It offers excellent support to students through access to professionals via its Listserv and study resources in its websites members only section. The RMAA offers students their first year of membership free as well as offering limited numbers of free registrations to its annual convention, awards for excellence and grants for research. For more information about the RMAA visit our website www.rmaa.com.au

Is this a career for you?

Do you like:

- | | | |
|---|--------------------------|-----|
| Communicating ideas | <input type="checkbox"/> | YES |
| Keeping up to date with Technology | <input type="checkbox"/> | YES |
| Training / teaching others | <input type="checkbox"/> | YES |
| Analysing problems | <input type="checkbox"/> | YES |
| Maintaining a high level of activity | <input type="checkbox"/> | YES |
| Creating meaningful and challenging work | <input type="checkbox"/> | YES |
| Investigating problems | <input type="checkbox"/> | YES |
| Interacting with people at different levels | <input type="checkbox"/> | YES |
| Finding better ways to do things | <input type="checkbox"/> | YES |

If you ticked YES to six or more of the questions above you should consider a career in records and information management.