



**THE UNIVERSITY OF PAPUA NEW GUINEA
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

SHORT PROFESSIONAL COURSES (4 DAYS AND 10 WEEKS PRACTICUM) 2006/2007

In pursuant with the University's goal to impart knowledge to the people of Papua New Guinea and to provide unique specific training skills to meet a specific national workforce need, the Information and Communication Sciences Strand of the School of Humanities and Social Sciences (SHSS) of the University of Papua New Guinea is offering the following course:

CERTIFICATE IN BUSINESS RECORDKEEPING AND DOCUMENT CONTROL (BRDC)

The Certificate in Business Recordkeeping and Document Control provides practitioners and managers of information with modern approaches to managing records and documents in the paper and electronic environments. The course will underpin the spirit of Australian Standards ISO 15489 "Records Management" and focuses upon the private sector, corporate imperatives and a risk-based approach to recordkeeping. The learning outcomes, however, are also relevant to public recordkeeping.

Eligibility: Current or recent relevant practice in records management, administrative assistance, or technical assistance where the substantive tasks are involved in some aspect of managing information. Such experience to be approved by the Information and Communication Sciences Strand of the School of Humanities and Social Sciences.

Duration of the course is 4 days theory plus ten weeks practicum performed in the workplace. Assessment is continuous based on 4 days attendance and participation in group work and practicum report. Certificate will be issue on successful completion of the practicum component of the course.

Fees (Kina): K1000.00 per participant. Please deposit fees into UPNG Account at BSP Waigani and bring the receipt with you to register.

Venue/Location: UPNG, Waigani Main Campus

Date: 24th to 27th October 2006

Course materials: Will be provided. Accommodation and meals will not be provided by the University of Papua New Guinea.

For more information booking, and payment details, please contact:-
Tukul Kaiku 326 7464 or email: twkaiku@upng.ac.pg