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Module 1

Understanding the Context of Electronic Records Management

Unit 1.1:	Understanding electronic records concepts and terminology
Unit 1.2:	Examining the opportunities and challenges of electronic records
Unit 1.3:	Understanding the technological context of electronic records management
Unit 1.4:	Understanding the organizational context of electronic records management

Module 2

Planning and Managing an Electronic Records Management Programme

Unit 2.1:	Developing a business case for improved electronic records management
Unit 2.2:	Planning an electronic records management project
Unit 2.3:	Developing an electronic records management policy
Unit 2.4:	Advocating effective electronic records management
Unit 2.5:	Managing organisational change

Module 3

Managing the Creation, Use and Disposition of Electronic Records

Unit 3.1:	Developing classification schemes for electronic records
Unit 3.2:	Creating and using electronic records
Unit 3.3:	Appraising and disposing of electronic records
Unit 3.4:	Providing access to electronic records
Unit 3.5:	Selecting and Implementing ERM software systems

Module 4

Preserving Electronic Records

Unit 4.1:	Understanding preservation issues and strategies
Unit 4.2:	Developing and implementing a preservation policy
Unit 4.3:	Understanding new developments in electronic records preservation
Unit 4.4:	An introduction to the concept of a digital repository

Module 5

Personnel Records as the Information Base for Human Resource and Payroll Management

Unit 5.1:	Understanding the context of personnel and payroll records management
Unit 5.2:	Understanding the relationship between human resource management functions and records
Unit 5.3:	Understanding different types of personnel records
Unit 5.4:	Managing personnel records and personal files
Unit 5.5:	Improving personnel record keeping systems
Unit 5.6:	Moving to electronic personnel record keeping