

ISO 30301 Foundation Course

Course Duration: 16 Hrs.

Course Code: ISO30301-FND

Course Overview

The ISO 30301 Foundation Course provides participants with an introduction to Management Systems for Records (RMS) based on ISO 30301. This course covers the key principles, structure, and benefits of implementing a Records Management System, helping organizations ensure compliance, maintain accountability, and improve information governance.

What You'll Learn?

In this course, you will learn the fundamental concepts of records management, the structure and clauses of ISO 30301, the benefits of adopting a Records Management System, and how organizations can effectively manage records throughout their lifecycle.

Target Audience

This course is suitable for records managers, compliance officers, auditors, information governance professionals, administrative staff, and anyone interested in understanding the basics of ISO 30301 and records management systems.

Pre-Requisites

There are no formal prerequisites; however, basic knowledge of organizational processes or information management is helpful.

Course Content

Module 1: Introduction to ISO 30301 and Records Management Systems

Module 2: Key Terms, Principles, and Definitions

Module 3: Structure and Clauses of ISO 30301

Module 4: Benefits of Implementing a Records Management System

Module 5: Roles and Responsibilities in Records Management

