



Certificate in Document Control

Course outline

Focus	Learning unit	Description
Best practice	Introduction to Records Management	Introduces ISO15489 and its relevance to Document Controllers.
	Managing Project Records	Explores the project environment in detail including project types, stakeholders and record types to help establish context for the Document Controller.
	Document Control Capture	Explores the ISO guidelines on records capture and how it's applied in the project context. Unit covers principles, methodologies and tools applicable to records capture.
	Document Control Registration	Explores the ISO guidelines on the registration of records and how these are applied to the project context. Unit covers principles, methodologies and tools applicable to registration.
	Document Control Classification	Explores the ISO guidelines on classification and how it is applied in the project context. Unit covers development process of classification systems and construction industry specific systems.
	Document Control Tracking	Explores the ISO guidelines for records tracking and how they are applied in the project context. Unit covers types of tracking and importance in a records system.
	Document Control Disposition	Explores the ISO guidelines associated with disposition of records and how these are applied in the project context. Unit covers the types of disposition and recommended actions, considerations and tools required to support disposition.
	Risk Managing Project Records	Explores industry standard framework for risk management. Unit covers the key principles and process for managing risks and how these apply to the management of project records.
Document Control in Practise	Collaboration	Outlines the levels of collaboration frameworks in a project environment.
	Managing Project Records	Explores how project records can be effectively managed using collaboration technology such as Aconex.
	Managing Shop Drawings	Describes and applies the 3 recommended methodologies for managing shop drawings in accordance with Aconex levels of collaboration framework.
Industry knowledge	Industry Overview	Provides a general overview into the construction industry including lifecycle, types of construction and delivery methods to help establish context for Document Controllers.
	Shop Drawing Management	Explores in detail the shop drawing submittal process and identifying common practices and records that are managed in this process.
Process mapping	Process Mapping Principles	Provides Document Controllers with basic skills and knowledge to use flow charts to illustrate business process mapping techniques.