



CERTIFIED ISO 30301 FOUNDATION

BECOME ACQUAINTED WITH THE BEST PRACTICES FOR IMPLEMENTING AND MANAGING A RECORDS MANAGEMENT SYSTEM (RMS) BASED ON ISO 30301

SUMMARY

This course enables participants to learn about the best practices for implementing and managing a Records Management System (RMS) as specified in ISO 30301. The participant will learn the different components of an RMS, and how an RMS relates to other management systems, such as ISO 9001, ISO 14001 and ISO 27001.

COURSE AGENDA

Day 1 | Introduction to Records Management System (RMS) concepts as required by ISO 30301

Day 2 | Implementing requirements from ISO 30301 and Certification Exam

The "PECB Certified ISO 30301 Foundation" exam is available in different languages (the complete list of languages can be found in the examination application form) The candidates who do not pass the exam will be able to retake it for free within 12 months from the initial exam date.

A certificate of "PECB Certified ISO 30301 Foundation" will be issued to participants who successfully pass the exam and comply with all the other requirements related to this credential.

- ▶ No experience requirements
- ▶ Certification fee is included in the exam price
- ▶ No annual maintenance fee
- ▶ Certified for life

GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ A student manual containing over 200 pages of information and practical examples will be distributed to participants
- ▶ A participation certificate of 14 CPD (Continuing Professional Development) credits will be issued to participants
- ▶ In case of failure of the exam, participants are allowed to retake the exam for free under certain conditions