

**1. Decide how many units you want to study per study period**

- You need to devote about 12.5 hours per unit per week.
- You are allowed to study up to four units per study period.

**2. Fill in the year/study period next to each unit in the advised order below**

Please ensure that:

- 1) The units are available in the study period that you plan
- 2) You are completing the units as close as possible to the advised order.
- 3) You will have completed any pre-requisite units by the time you plan to study a unit
- 4) You note that if you start the course in SP3 the earliest you can complete it is after three study periods, due to unit availabilities.

**3. Plan when you may complete your workplace practicum**

- We arrange a three week fulltime industry placement in a records/archives service.
- You need to complete this before you pass the unit Management of Information Services.
- Most students complete this in the study break just before they enrol in the unit, but you can do it at the same time or straight after.

**OUA ENROLLED**

Graduate Diploma Records Management and Archives, Curtin University. 2020

Advised Study Plan for students completing degree in four units per semester, starting Semester 1.

As at 1 July 2019

O= Offered Online. N=not offered

Advised	Curtin Unit Code	OUA Code	Title	Pre-requisite units	SP1	SP2	SP3	Proposed Year/SP
Year 1 SP1	INFO 5025	INFM120	Technologies for Information Services	N	O	N	O	
Year 1 SP1	INFO 5026	INFM110	Information Design	TIS (may be same time)	O	N	O	
Year 1 SP1	INFO 5027	INFM250	Recordkeeping Concepts and Practices	N	O	N	O	
Year 1 SP1	INFO 5024	INFM500	Information Literacy	RCP (may be same time)	O	O	N	
Year 1 SP3	INFO 5016	INFM570	Archives Concepts and Practices	RCP	O	N	O	
Year 1 SP3	INFO 5029	INFM280	Enterprise Content Management	Info Des, RCP	N	N	O	
Year 1 SP3	INFO 5028	INFM335	Conservation and Preservation	ACP (may be same time)	N	N	O	
Year 1 SP3	INFO 5023	INFM510	Management of Information Services	TIS and ACP	N	O	O	
PRAC			PRACTICUM 3 week full-time industry placement organized by LARIS Completed as part of MIS, generally the SP break right before or after.	Write planned time in Proposed Year/SP column (e.g. "before Sem 2 2020")				

When you have completed your DIY Study Plan, use it as a guide for future enrolment.

If you have questions about your study plan, please fill in the plan as completely as you can and email it to the Course Coordinator, Kathryn Greenhill ([k.greenhill@curtin.edu.au](mailto:k.greenhill@curtin.edu.au)), along with your questions.