Introduction

The **Information and Documentation Compliance Course** offers advanced strategies, tools, and techniques for effectively managing, storing, preserving, and delivering critical information and documentation in compliance with internationally recognized standards such as ISO9001, ISO15489 (Records Management), and ISO27001 (Information Security).

In today’s digital landscape, organizations face increasing volumes of electronic and paper records that must be managed securely and efficiently. This training equips participants to meet legal, audit, and compliance documentation needs, ensuring adherence to complex regulatory environments while maintaining effective enterprise content management systems (ECM).

The course blends theoretical knowledge with practical application, empowering professionals to address documentation challenges, ensure compliance, and establish best practices in managing and controlling documented information.

Targeted Groups

This course is designed for:

- **Document Managers and Controllers.**
- **Secretaries and Administrators** seeking enhanced efficiency and career progression.
- **Office Support Personnel** for management or project teams.
- **Professionals looking to develop practical skills** and competencies in compliance documentation.

Course Objectives

By completing this course, participants will:

- Understand the concept and importance of information and documentation compliance.
- Grasp compliance documentation regulations, standards, and best practices.
- Develop tailored policies and procedures for information management.
- Formulate security standards and documentation strategies.
- Design an actionable compliance plan specific to their organization.
- Extract insights from case studies and best practices.
- Evaluate industry-leading solutions and vendors.
- Utilize metadata, business classification schemes, and taxonomies to create retention plans.
- Implement legislation, standards, and regulations.
- Establish robust access controls, storage models, and audit trails.

- Incorporate principles from the **Data Management Body of Knowledge (DMBOK).**

Targeted Competencies

Participants will enhance their ability to:

- Develop advanced policies for document and information management.
- Align organizational practices with ISO9001, ISO15489, and ISO27001 standards.
- Satisfy compliance, legal, and audit requirements.
- Apply business tools such as file plans, retention rules, security protocols, archiving, and confidentiality measures.
- Integrate hardcopy and electronic document compliance systems across an organization.
- Implement Enterprise Content Management (ECM) strategies for seamless records management and information security.

Course Content

Unit 1: Strategy and Understanding Key Elements

- Overview of information and documentation management.
- In-depth examination of standards: **ISO9001, ISO15489, and ISO27001.**
- Conducting audits for information and documentation.
- Developing controls such as file plans, metadata plans, and retention schedules.

Unit 2: Concepts and Set-Up Components

- Understanding compliance, control of documented information, and security.
- Key legislation, standards, and regulations.
- Business classification schemes and taxonomy fundamentals.
- Fundamentals of document control, security, and compliance.

Unit 3: IT Process and Delivery

- Evaluating IT-based documentation management systems.
- Scanning, storage, and archiving systems for compliance.
- Legal considerations for scanning and archiving.
- Ensuring compliance in retention policies and digital signature use.

Unit 4: Implementation Planning

- Designing an effective implementation plan for compliance documentation.
- Developing comprehensive policies and procedures.
- Action planning tailored to organizational needs.

Unit 5: Data Management Compliance and Security

- Positioning data as a critical enterprise asset.
- Effective management of data architecture.
- Principles of master and reference data management.
- Ensuring data quality, metadata management, and security.
- Incorporating data warehousing and risk management.

Conclusion

The **Information and Documentation Compliance Course** equips participants with the tools and strategies to manage complex documentation systems, meet stringent compliance requirements, and implement secure and efficient document control procedures. By integrating internationally recognized standards and best practices, participants will lead their organizations in achieving excellence in information management and regulatory compliance.