

# PROV Training Review

Vanessa Lavars | Records Management Network | October 2018

# Why?

- Victorian Auditor-General's Office Report – *March 2017*
- Current e-learning module outdated
- Changes in legislation
- Changing landscape of recordkeeping
- Opportunity

# How?

- Stakeholder engagement
  - Best approach
  - Best options for software
  - Lessons learned
- Software
  - Articulate 360
  - Upskilling
  - Purchase

# Phase 1 – General awareness module

- Aim
- Audience
- Content
- Learning Outcomes
- Assessment

# Content: keep it simple

- What is a record?
- Who is responsible for keeping records?
- Why is recordkeeping so important?
- Where to get help or further information

# Need More Information?



vanessa.lavars@prov.vic.gov.au



9348 5720