

Upskilling and Gaining Qualifications

Why do it?

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Ministry of Economic Development
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Agenda

- My background
- Choices
- Why do it
- Future
- Words of wisdom



Background

- Administration
- Archives and Record Management

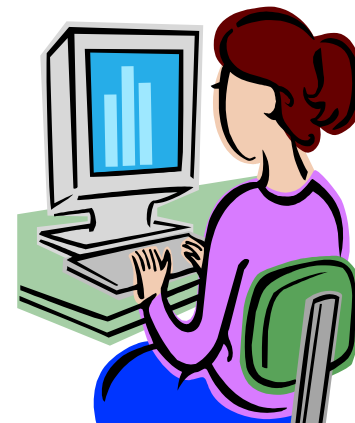
What choices did I have?

- Auckland Institute of Technology
- Victoria University
- Open Polytechnic of New Zealand



What is involved

- Attending lectures
- Lecture preparation
- Assignments
- Overall timeframe



Why Upskill and Gain Qualifications

- Professional development
- Understanding of changing technology
- Recognized as a professional
- Meet new demands with a greater knowledge of Archives, Preservation and Record management

Where does this fit into my Employment?

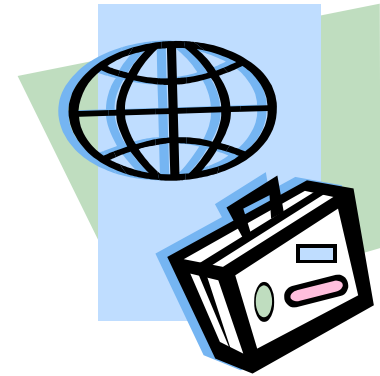
- Knowledge of latest developments – digitizing, electronic records
- Advice on archival or preservation concerns
- Daily running and putting procedures into place
- Legislation requirements

Skills I have learnt

- Administrative context
- Researching
- Writing reports
- Use of database and how to create one
- Importance of legislation
- Latest technology
- Appraisal

The Future

The Big OE



Words of Wisdom

“History is made with documents.

Documents are the imprints left of the thoughts and the deeds of the men of former times.

For nothing can take the place of documents.

No documents, no history”