



UCD School of History

Certificate in Records Management Z168

2026/27

Programme overview

The Certificate in Records Management is a part-time undergraduate level course aimed at individuals already employed in recordkeeping roles in the public or private sector who wish to acquire the theoretical knowledge and practical skills to contribute to the successful management of records in all formats in their employing institutions.

The programme is based on the conception of the recordkeeper as serving both their own organisation and wider society, informed in terms of adherence to international best practice, sensitive to the balancing of access and privacy considerations, and dynamic in relation to technological change. This programme has a practical focus with the assessment supporting students to apply their learning to identify issues in their own workplace and develop specific solutions and responses to those. UCD has been the home of education and training for archivists and records managers in Ireland for over 50 years. The programme's learning environment comprises lectures, seminars and practitioner visits. Many of the classes are shared with students taking the MA in Archives and Records Management, enabling Certificate students to participate in the wider Archivistics community in the School of History.

This course which consists of two modules, totalling 15 credits, offers the opportunity for sustained education in core areas of records management in a timeframe which facilitates minimal release from a place of employment, normally one afternoon per week for one semester. **Both modules are completed in one semester (September – December 2026).**

Course content

Participants will acquire knowledge and explore issues in several core areas relevant to records management. They will become familiar with theories, concepts, standards, procedures and principles, and have an opportunity to apply this knowledge to issues and problems in their own organisations and consider possible solutions.

Modules

1. Records, recordkeeping and accountability in public and private organisations ARCV30020

(10 credits) Autumn Semester 10 x 2 hour classes

This module considers the management of current records and information in public and private sector organisations. These information assets are crucial for organisational governance and accountability as well as the rights of individuals and wider society. The module addresses the defining characteristics of records, the scope of records management as a discipline and as a profession, and the challenges it faces. It introduces students to the theories, laws and best practice standards which underpin approaches to managing records and identifies the key aspects of records management programmes including the development of effective retention strategies. Students gain understanding of the main approaches and systems deployed to manage records in different kinds of organisations including how these are being impacted by evolving technologies. The module considers the reasons why achieving good records management remains a challenge for many organisations and explores the people-centred approaches now informing records management with a focus on employees, information cultures and organisational cultures. Underpinning the module is consideration of the dynamic between people, technology and records.

2. Records management in practice ARCV30010

(5 credits) Autumn Semester

This module forms the practical component of the Certificate in Records Management, providing students with the opportunity to apply the knowledge and skills developed in Records, recordkeeping and accountability to situations in their own workplace. This will involve identifying responses and solutions that are context specific and that will provide the foundations for, and contribute towards, the effective management and strategic development of records services in the organisation in which they work. There are no formal classes for this module. Each student will work on one or more practical projects or activities based on their workplace throughout the semester, culminating in the submission of a portfolio containing the 'outputs' of each activity, the preparation of which is supported by regular communication with the module coordinator. The nature of the work undertaken for the portfolio will vary from student to student, depending on individual interests and the needs of their employing organisation.

Assessment

All modules are examined by coursework. There are no examinations.

Through the coursework participants are able to develop their knowledge of records management best practice and gain understanding of the issues involved, for example through the keeping of a learning journal. Through the portfolio, participants identify particular issues and problems in their own workplace and attempt to develop sustainable solutions and appropriate responses based on the knowledge and

understanding they have acquired. Examples of assessments completed for the portfolio include the writing of policies, the development of training materials, file plans or retention schedules, or the carrying out of staff surveys.

Entry requirements

The Certificate in Records Management is an undergraduate course. To be eligible to apply applicants must:

- already be employed in a recordkeeping role in their employing organisation. A supporting letter from the employer confirming this is required as part of the application documentation;
- hold, at a minimum, a Leaving Certificate or its equivalent;
- have relevant digital proficiency;

Applicants whose first language is not English must demonstrate English language proficiency of IELTS 6.5 or equivalent.

The number of places available for certificate students will be limited each academic year. Places will be allocated with reference to a candidate's suitability as demonstrated in the application form and the supporting documentation.

Any queries about eligibility should be directed to Dr Julie Brooks julie.brooks@ucd.ie

Application procedure

Applicants must fill out the [Online Application Form](#) and submit it electronically to the university with an application fee. The course code is Z168.

The application requires the submission of the following supporting documentation:

- a statement describing the nature of the applicant's current employment in terms of responsibilities, the length of time they have been working there, the nature (digital, paper, digitised) and extent of the records for which they are responsible and the type of recordkeeping work they carry out day-to-day.
- a reference from the applicant's employer confirming the information in the applicant's statement;
- a copy of the applicant's CV.

Applicants may also upload certified transcripts to the online system.

Applications to the Certificate in Records Management can be made at any stage from 1 October 2025 with an initial closing date of 30 April 2026. As part of the selection procedure, applicants may be contacted directly.

If advice on the application procedure is sought, please contact gradhistory@ucd.ie

Fees

Fees vary from year to year but will be in the region of €3,600. This is subject to change pending final decision by the university and information on fees can be found [here](#).