



Keyword Classification

Half Day

Who should attend

Records officers, administration officers or Information Managers with responsibility for records management.

Course Objective

This course will provide participants with the skills and knowledge required to use a keyword thesaurus, such as Keyword AAA or Keywords for Councils, to classify documents and create file titles.

Keyword Thesaurus Licenses

IRIS uses KAAA and KfC within our Keyword Classification training courses. State Records NSW has decided to discontinue the sale of Keyword AAA and Keyword for Councils and to make both products freely available for download and use from their website under a creative commons licence.

Copies are available from the [Keyword AAA](#) and [Keyword for Councils](#) webpages.

Note: This course is about training in Keyword Classification and we use KAAA and KfC as training devices only.

Course Outcomes

On completion of the course, participants will be able to:

- Broadly define classification;
- Explain the purpose of classification;
- Describe different types of records management classification;
- Explain functional classification;
- Outline the components of a thesaurus;
- Describe navigation in a thesaurus;
- Use a keyword thesaurus to title files.

If you have any questions please contact:



0438 275 751



training@irisconsulting.net.au