

New ECS & RDA Guide

This guide enables the new functions and activities in the UOM enterprise classification scheme (ECS) to be mapped to combined or 'rolled up' classes in the new RDA.

Note the changes to the previous Functions (top level of the ECS), including some name changes.

Previous Functions	Mapping to New Functions
ACADEMIC PROGRAMS	TEACHING & LEARNING
ALUMNI RELATIONS	Activity under COMMON ACTIVITIES
COLLECTION MANAGEMENT	COLLECTION MANAGEMENT
EXTERNAL RELATIONS	ENGAGEMENT
FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT
GOVERNANCE	GOVERNANCE
HUMAN RESOURCES	HUMAN RESOURCES
INFORMATION MANAGEMENT	INFORMATION MANAGEMENT and TECHNOLOGY & APPLICATIONS
LEGAL SERVICES	LEGAL SERVICES
OCCUPATIONAL HEALTH & SAFETY	HEALTH & SAFETY
PROPERTY ASSETS & EQUIPMENT	PROPERTY ASSETS & EQUIPMENT
RESEARCH	RESEARCH
STUDENT ADMINISTRATION	STUDENT MANAGEMENT
STUDENT SERVICES	SUPPORT SERVICES

New Functions (top level of ECS)

1. COMMON ACTIVITIES

Common activities (e.g. Presentations) relevant across the University.

2. COLLECTION MANAGEMENT

The core activities associated with development and management of University collections. Includes the acquisition, preparation, valuation, monitoring and access protocols of collections.

3. ENGAGEMENT

The development, maintenance and management of relationships within the University and its external stakeholders. Includes the institutions relationship with past students and staff and recognition of achievements by members of the university community.

4. FINANCIAL MANAGEMENT

The function of managing the University's financial resources.

5. GOVERNANCE

The oversight of an institution's registration, licensing and performance to ensure it is compliant with regulatory requirements; and the measuring of an institution against other like institutions.

6. HEALTH & SAFETY

The function of implementing and coordinating Health and Safety and associated legislation throughout the University. Includes Occupational Health and Safety (OH&S) obligations, safety processes, and the monitoring of safe work practices, procedures and preventative measures.

7. HUMAN RESOURCES

The function of managing all employees of the University.

8. INFORMATION MANAGEMENT

The function of managing the agency's information assets.

9. LEGAL SERVICES

The function of providing legal services to the agency. Includes the interpretation and provision of advice to the agency regarding legal matters, the drawing up of legal agreements and the handling of legal actions and disputes.

10. PROPERTY, ASSETS & EQUIPMENT

The function of managing land and working, storage, living or recreational space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting, and disposing of land, facilities and premises.

11. RESEARCH

Systematic program of examination and analysis to further knowledge and current understanding. Includes administration of specific institutional research projects as well as management of the overall research program of the University.

12. STUDENT MANAGEMENT

The administration and management of students, irrespective of course of study or delivery method, from application for admission to completion or discontinuation.

13. SUPPORT SERVICES

Provision of support services to the University student and staff, and the broader community.

14. TEACHING & LEARNING

Development and delivery of educational programs to students. Includes course and curriculum development, accreditation and approval for all courses, programs, subjects, units and modules, for all courses taught by the institution (both award and non-award). Includes courses and programs delivered in collaboration with other education institutions, organisations or industry partners.

15. TECHNOLOGY & APPLICATIONS

The function of developing or acquiring, testing and implementing applications, systems and databases to support the business needs of the University, and to capture, store, retrieve, transfer, communicate and disseminate information through automated systems.

Table of New Functions, Activities and RDA Classes

Please refer to https://records.unimelb.edu.au/services/disposal_advice/rda for new RDA with the new Functions and Activities which includes descriptions of each RDA classes.

2019 ECS		2019 RDA	
FUNCTION	ACTIVITY	ECS	RDA Class
COMMON ACTIVITIES	Accessibility	1.1.	1.1.1
	Audit	1.2.	1.2.1 to 1.2.3
	Benchmarking	1.3.	1.3.1
	Ceremonies & Celebrations	1.4.	1.4.1 to 1.4.3
	Compliance	1.5.	1.5.1
	Conferences & Forums	1.6.	1.6.1 to 1.6.4
	Customer Service	1.7.	1.7.1
	Enquiries & Feedback	1.8.	1.8.1 to 1.8.2
	Evaluation	1.9.	1.9.1 to 1.9.2
	Presentations	1.10.	1.10.1 to 1.10.2
COLLECTION MANAGEMENT	Access Management	2.1.	2.1.1 to 2.1.3
	Collection Development & Management	2.2.	2.2.1 to 2.2.3
	Commercial Operations	2.3.	2.3.1 to 2.3.2
	Exhibitions	2.4.	2.4.1 to 2.4.2
	Subscriptions	2.5.	2.5.1
ENGAGEMENT	Alumni Relations	3.1.	3.1.1 to 3.1.2
	Branding	3.2.	3.2.1 to 3.2.2
	Community Recognition	3.3.	3.3.1 to 3.3.2
	Companies & Joint Ventures	3.4.	3.4.1 to 3.4.5
	Consultancy	3.5.	3.5.1 to 3.5.2
	Exchange Programs & Study Tours	3.6.	3.6.1 to 3.6.3
	Fundraising	3.7.	3.7.1
	Grants	3.8.	3.8.1 to 3.8.6
	Marketing	3.9.	3.9.1 to 3.9.7
	Memberships	3.10.	3.10.1
	Trust & Donations	3.11.	3.11.1 to 3.11.3
	Visits & Tours	3.12.	3.12.1 to 3.12.2
FINANCIAL MANAGEMENT	Accounting	4.1.	4.1.1 to 4.1.4
	Advice	4.2.	4.2.1 to 4.2.2
	Asset Register	4.3.	4.3.1 to 4.3.2
	Authorisation	4.4.	4.4.1
	Budgeting	4.5.	4.5.1 to 4.5.2
	Donations & Trusts	4.6.	4.6.1 to 4.6.3
	Financial Statements	4.7.	4.7.1 to 4.7.2
	Loans Management	4.8.	4.8.1
	Taxation	4.9.	4.9.1 to 4.9.2
GOVERNANCE	Audit	5.1.	5.1.1 to 5.1.6
	Committees & Boards	5.2.	5.2.1 to 5.2.7
	Establishment & Restructure	5.3.	5.3.1 to 5.3.3
	Policy & Procedures	5.4.	5.4.1 to 5.4.2
	Project Management	5.5.	5.5.1

	Registration	5.6.	5.6.1 to 5.6.2
	Reporting & Planning	5.7.	5.7.1 to 5.7.5
	Submission s& Inquiries (Formal)	5.8.	5.8.1 to 5.8.3
HEALTH & SAFETY	Audit	6.1.	6.1.1
	Awareness	6.2.	6.2.1
	Claims	6.3.	6.3.1 to 6.3.6
	Compliance	6.4.	6.4.1 to 6.4.5
	Hazard Identification	6.5.	6.5.1 to 6.5.2
	Incident Management	6.6.	6.6.1 to 6.6.5
	Inspections	6.7.	6.7.1 to 6.7.3
	Representation	6.8.	6.8.1
HUMAN RESOURCES	Contracts & Honorary Appointments	7.1.	7.1.1 to 7.1.2
	Grievances	7.2.	7.2.1 to 7.2.3
	Induction & Development	7.3.	7.3.1 to 7.3.4
	Misconduct	7.4.	7.4.1 to 7.4.3
	Performance Development	7.5.	7.5.1 to 7.5.2
	Personnel Filing	7.6.	7.6.1 to 7.6.8
	Position Description	7.7.	7.1.1 to 7.7.3
	Recruitment	7.8.	7.8.1 to 7.8.4
	Rehabilitation	7.9.	7.9.1
	Remuneration	7.10.	7.10.1 to 7.10.2
	Work Placements	7.11.	7.11.1 to 7.11.2
	Work Relations	7.12.	7.12.1 to 7.12.7
INFORMATION MANAGEMENT	Access Management	8.1.	8.1.1 to 8.1.8
	Analysis	8.2.	8.2.1
	Mail Management	8.3.	8.3.1
	Publication	8.4.	8.4.1 to 8.4.3
	Records Disposal	8.5.	8.5.1 to 8.5.2
	Storage	8.6.	8.6.1
LEGAL SERVICES	Advice	9.1.	9.1.1
	Agreements	9.2.	9.2.1 to 9.2.3
	Insurance	9.3.	9.3.1 to 9.3.2
	Intellectual Property	9.4.	9.4.1 to 9.4.4
	Litigation	9.5.	9.5.1 to 9.5.4
	Research	9.6.	9.6.1
	Trusts	9.7.	9.7.1 to 9.7.2
	University Legislation	9.8.	9.8.1
PROPERTY, ASSETS & EQUIPMENT	Acquisition	10.1.	10.1.1 to 10.1.2
	Allocation	10.2.	10.2.1 to 10.2.2
	Biosafety Management	10.3.	10.3.1 to 10.3.3
	Bookings	10.4.	10.4.1
	Conservation	10.5.	10.5.1 to 10.5.2
	Construction & Renovation	10.6.	10.6.1 to 10.6.5
	Controlled Substances	10.7.	10.7.1 to 10.7.5
	Equipment & Stores	10.8.	10.8.1 to 10.8.5

	Fleet Management	10.9.	10.9.1 to 10.9.3
PROPERTY, ASSETS & EQUIPMENT	Insurance	10.10.	10.10.1 to 10.10.2
	Lease Management	10.11.	10.11.1
	Maintenance	10.12	10.12.1 to 10.12.3
	Permit Management	10.13.	10.13.1
	Property Management	10.14.	10.14.1 to 10.14.2
	Security	10.15.	10.15.1 to 10.15.3
	Tendering	10.16.	10.16.1 to 10.16.2
	Traffic Management	10.17.	10.17.1 to 10.17.3
RESEARCH	Agreements	11.1.	11.1.1 to 11.1.2
	Commercialisation	11.2.	11.2.1 to 11.2.3
	Data Management	11.3	11.3.1 to 11.3.5
	Grants	11.4.	11.4.1 to 11.4.2
	Joint Ventures	11.5.	11.5.1 to 11.5.3
	Research Administration	11.6.	11.6.1 to 11.6.4
	Specimen & Animal Management	11.7.	11.7.1 to 11.7.5
STUDENT MANAGEMENT	Academic Progress	12.1.	12.1.1 to 12.1.2
	Admissions	12.2.	12.2.1 to 12.2.3
	Assessment	12.3.	12.3.1 to 12.3.8
	Completions and Graduations	12.4.	12.4.1 to 12.4.3
	Misconduct	12.5.	12.5.1 to 12.5.3
	Prizes & Scholarships	12.6.	12.6.1 to 12.6.3
	Recruitment	12.7.	12.7.1
	Student Filing	12.8.	12.8.1 to 12.8.4
SUPPORT SERVICES	Access & Equity	13.1.	13.1.1 to 13.1.4
	Accommodation	13.2.	13.2.1 to 13.2.4
	Associations & Clubs	13.3.	13.3.1 to 13.3.2
	Career Advice	13.4.	13.4.1 to 13.4.2
	Chaplaincy Services	13.5.	13.5.1 to 13.5.2
	Children's Services	13.6.	13.6.1 to 13.6.3
	Counselling & Health Services	13.7.	13.7.1 to 13.7.2
	Sports & Recreation	13.8.	13.8.1 to 13.8.3
	Travel	13.9.	13.9.1
TEACHING & LEARNING	Accessibility	14.1.	14.1.1
	Accreditation	14.2.	14.2.1
	Course Delivery	14.3.	14.3.1 to 14.3.2
	Course Development	14.4.	14.4.1 to 14.4.3
	Publications	14.5.	14.5.1
TECHNOLOGY & APPLICATIONS	Control	15.1.	15.1.1 to 15.1.4
	Information Security	15.2.	15.2.1 to 15.2.4
	Licences	15.3.	15.3.1 to 15.3.3
	Maintenance	15.4.	15.4.1 to 15.4.4
	System Development & Management	15.5.	15.5.1 to 15.5.5