



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Heritage Administration And Records Management Skills Training

Culture and Arts / Cultural Studies

Unit Standard 114524 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage heritage resources and records effectively within a South African context. Participants will gain practical competencies in heritage administration, including documentation, preservation, and access to records, in alignment with legislative frameworks such as the National Heritage Resources Act.

Category	Culture and Arts
Subfield	Cultural Studies
Unit Standard	114524
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant legislation and policies to heritage administration and records management.
- Demonstrate procedures for the acquisition, documentation, and preservation of heritage records.
- Analyze the role of heritage records in promoting cultural identity and historical awareness.
- Implement systems for the storage, retrieval, and disposal of heritage records.
- Evaluate the condition of heritage materials and recommend appropriate conservation measures.
- Design a basic heritage records management plan for an organization.

WHO SHOULD ATTEND

- This course is designed for heritage practitioners, archivists, records managers, museum staff, and anyone responsible for the administration and preservation of heritage records in public or private institutions.

COURSE OUTLINE

Day 1: Introduction to Heritage Administration and Records Management

- Overview of heritage administration and records management.
- Key terminology: heritage, records, archives, museum collections.
- South African legislative framework: National Heritage Resources Act, National Archives and Records Service Act.
- Ethical principles in heritage administration.
- Role of heritage institutions: museums, archives, libraries.
- Introduction to records lifecycle and continuum models.

Day 2: Records Creation, Classification, and Appraisal

- Records creation standards and metadata capture.
- Classification systems: functional, subject-based, and numeric.
- Appraisal criteria: administrative, legal, fiscal, historical value.
- Retention schedules and disposal authorities.
- Practical exercise: appraising sample heritage records.
- Documentation of appraisal decisions.

Day 3: Storage, Preservation, and Conservation of Heritage Records

- Environmental controls: temperature, humidity, light.
- Storage materials and housing: acid-free boxes, folders, sleeves.
- Preservation techniques: digitization, encapsulation, lamination.
- Conservation treatments: cleaning, mending, deacidification.
- Disaster preparedness and response for heritage records.
- Case study: preservation challenges in South African heritage institutions.

Day 4: Cataloguing and Metadata Standards for Heritage Collections

- Cataloguing principles: description, access points, authority control.
- Metadata standards: Dublin Core, ISAD(G), EAD.
- Creating descriptive records: title, creator, date, scope.
- Authority files for names and subjects.
- Finding aids: inventories, guides, indexes.
- Practical exercise: cataloguing a heritage object or record.

Day 5: Digital Records Management and Digitization Strategies

- Digital records lifecycle: creation, capture, storage, access.
- Digitization standards: resolution, file formats, colour management.
- Project planning: selection, prioritisation, workflow.
- Digital preservation strategies: migration, emulation, refreshing.
- Metadata for digital objects: technical, preservation, structural.
- Legal issues: copyright, intellectual property, data protection.

Day 6: Access, Reference Services, and User Engagement

- Access policies: open vs. restricted records.
- Reference interview techniques and search strategies.
- Reading room procedures and user registration.
- Outreach: exhibitions, talks, social media.
- Educational programmes for schools and communities.

- User feedback and service improvement.

Day 7: Governance, Policy, and Legal Compliance

- Governance frameworks: boards, committees, accountability.
- Policy development: records management policy, heritage policy.
- Compliance: PAIA, POPIA, National Archives Act.
- Auditing records management practices.
- Risk management for heritage collections.
- Case study: policy implementation in a South African heritage institution.

Day 8: Project Management and Change Management in Heritage Administration

- Project management lifecycle: initiation, planning, execution, closure.
- Tools: Gantt charts, risk registers, stakeholder analysis.
- Change management models: Kotter, ADKAR.
- Communication strategies for change.
- Case study: implementing a new records management system.
- Practical exercise: developing a project plan for a digitization project.

Day 9: Integration, Professional Ethics, and Career Pathways

- Integration: linking records management, preservation, access, and governance.
- Ethical dilemmas and decision-making.
- Professional bodies: SAQA, SASA, ICOM-SA.
- Continuing education: conferences, workshops, certifications.
- Capstone project presentations.
- Course review and assessment.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Mauritius
17 Aug 2026	27 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	27 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 114524) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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