



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

Record Keeping Systems Creation Maintenance And Updates Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 115855 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to create, maintain, and update record-keeping systems in compliance with organisational policies and legislative requirements. Learners will gain practical knowledge to design efficient filing systems, manage records lifecycles, and ensure data integrity and accessibility.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	115855
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Design and implement a record-keeping system that meets organisational and legal requirements.
- Apply procedures for capturing, storing, and retrieving records efficiently.
- Evaluate existing record-keeping systems and recommend improvements.
- Demonstrate compliance with records management policies and relevant legislation.
- Maintain and update records to ensure accuracy, completeness, and accessibility.
- Analyze record-keeping risks and implement appropriate controls.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, records clerks, data capturers, and any professionals responsible for managing physical or digital records within their organisation.

COURSE OUTLINE

Day 1: Foundations of Record Keeping Systems

- Overview of record keeping principles and importance.
- Legal framework: SAQA, NQF, POPIA, and sector-specific regulations.
- Types of records: physical vs. electronic, structured vs. unstructured.
- Components of a record keeping system: storage, retrieval, security, and disposal.
- Designing a system: needs analysis, stakeholder input, and workflow mapping.
- Classification and indexing methods: alphabetical, numerical, subject-based.
- Practical activity: Create a classification scheme for a sample organisation.

Day 2: Maintenance, Updates, and Practical Integration

- Maintenance procedures: regular reviews, backups, and version control.
- Updating records: adding, modifying, and deleting records with authorisation.
- Quality assurance: error checking, consistency, and compliance auditing.
- System improvement: user feedback, performance metrics, and upgrades.
- Technology integration: using databases, cloud storage, and document management software.
- Disaster recovery and business continuity planning for records.
- Practical activity: Conduct a mini-audit and propose updates to a sample system.

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 **5 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa

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 115855) 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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