



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

Team Records Maintenance and Management

Business, Commerce and Management Studies / Generic Management

Unit Standard 242820 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips team members with the skills to systematically maintain and manage records in a team environment, ensuring accuracy, accessibility, and compliance with organisational policies. Participants will learn to capture, store, retrieve, and dispose of records efficiently, supporting effective decision-making and accountability. The course aligns with SAQA Unit Standard 242820, focusing on practical record-keeping within a team context.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	242820
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procedures to capture and store records in accordance with organisational requirements.
- Implement retrieval and distribution systems to ensure timely access to records.
- Demonstrate the ability to update and maintain records accurately and consistently.
- Analyze record-keeping processes to identify areas for improvement.
- Evaluate the security and confidentiality of records and apply appropriate measures.
- Design a simple record-keeping system for a team based on best practices.

WHO SHOULD ATTEND

- This course is designed for team members, supervisors, and administrative staff who are responsible for maintaining records as part of their daily work.
- It is ideal for individuals seeking to improve their record-keeping skills to enhance team efficiency and compliance.

COURSE OUTLINE

Day 1: Introduction to Team Records Management and Maintenance

- Overview of team records: types, examples, and importance.
- Legal and organizational requirements for records management.
- Principles of records maintenance: filing systems, indexing, and classification.
- Records storage: physical and electronic considerations.
- Records retrieval: access controls and procedures.
- Security and confidentiality of team records.
- Record retention and disposal policies.
- Practical steps for maintaining accurate and up-to-date records.

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 **4 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Mauritius
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 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 242820) 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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