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

Public Sector Records Management System Operations

Business, Commerce and Management Studies / Public Administration

Unit Standard 242866 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips public sector officials with the skills to identify, operate, and maintain a records management system in accordance with South African legislative requirements. Participants will learn to manage records throughout their lifecycle, ensuring compliance, accessibility, and preservation. The course promotes accountability and efficiency in government record-keeping.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242866
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Identify the components and functions of a records management system within a public sector organisation.
- Operate the records management system to capture, store, retrieve, and dispose of records according to policies and legislation.
- Maintain the records management system by conducting regular audits and ensuring data integrity.
- Apply relevant legislation, including the National Archives and Records Service of South Africa Act, to records management practices.
- Demonstrate the ability to classify records using a file plan and metadata standards.
- Evaluate the effectiveness of the records management system and recommend improvements.

WHO SHOULD ATTEND

- This course is designed for public sector employees responsible for managing records, including registry clerks, records officers, and administrative staff in government departments and municipalities.

COURSE OUTLINE

Day 1: **Foundations of Public Sector Records Management**

- Overview of public sector records management
- Legislative framework: National Archives and Records Service Act, Promotion of Access to Information Act, etc.
- Records lifecycle: creation, use, maintenance, and disposal
- Types of records: paper, electronic, and hybrid
- Roles and responsibilities in records management
- Introduction to records classification and filing systems

Day 2: **Implementing and Operating Records Management Systems**

- Filing systems and classification schemes
- Records tracking and retrieval methods
- Storage solutions: physical and electronic
- Preservation and conservation techniques
- Records disposal: retention schedules, destruction, and transfer to archives
- Managing electronic records and metadata
- Security and access controls

Day 3: **Monitoring, Evaluation, and Continuous Improvement**

- Auditing and inspecting records management systems
- Compliance monitoring and reporting
- Performance measurement and key performance indicators
- Corrective and preventive actions
- Continuous improvement methodologies
- Integration with other organisational systems
- Case studies and best practices

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 **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,200.00	**R 13,200.00**
1	In-House	R 17,800.00	**R 17,800.00**
1	On-Campus (Pretoria)	R 19,800.00	**R 19,800.00**

UPCOMING SESSIONS

Start	End	Method	Venue
02 Dec 2026	04 Dec 2026	On-Campus	Pretoria, South Africa
02 Dec 2026	04 Dec 2026	On-Campus	Kinshasa, DRC
07 Dec 2026	09 Dec 2026	On-Campus	Bangkok, Thailand
07 Dec 2026	09 Dec 2026	On-Campus	Blantyre, Malawi
07 Dec 2026	09 Dec 2026	On-Campus	Nairobi, Kenya
07 Dec 2026	09 Dec 2026	On-Campus	Kinshasa, DRC
07 Dec 2026	09 Dec 2026	On-Campus	Johannesburg, South Africa
07 Dec 2026	09 Dec 2026	On-Campus	Abu Dhabi, UAE

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 242866) and click **Get A Quotation**. 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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