



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

Business Unit Information Management and Storage

Business, Commerce and Management Studies / Generic Management

Unit Standard 243268 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively manage the capture, storage, and retrieval of business unit information. Participants will learn to implement systems and procedures that ensure information is accessible, secure, and compliant with organizational policies. The course focuses on practical application to improve efficiency and decision-making within a business unit.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	243268
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the concepts and principles of information management.
- Apply procedures to capture and store business unit information effectively.
- Implement retrieval systems to ensure timely access to information.
- Evaluate the effectiveness of existing information management systems.
- Comply with legal and organizational requirements for information security and confidentiality.
- Analyze information needs and recommend improvements to storage and retrieval processes.

WHO SHOULD ATTEND

- This course is designed for team leaders, supervisors, and administrative managers responsible for managing information within a business unit.
- It is also suitable for anyone seeking to enhance their records management competencies in a corporate environment.

COURSE OUTLINE

Day 1: Introduction to Information Management

- What is information management?
- Types of business information: structured vs unstructured
- The information lifecycle: creation, storage, use, disposal
- Legal frameworks: POPIA, confidentiality
- Ethical handling of information

Day 2: Information Storage Systems

- Storage media: hard drives, SSDs, tape, optical
- Network storage: NAS, SAN
- Cloud storage: public, private, hybrid
- Backup strategies: full, incremental, differential
- Security: encryption, access controls

Day 3: Database Fundamentals

- What is a database? Tables, records, fields
- Relational vs NoSQL databases
- Primary keys, foreign keys, indexing
- Basic SQL: SELECT, INSERT, UPDATE, DELETE
- DBMS examples: MySQL, PostgreSQL, MongoDB

Day 4: Data Governance and Quality

- Principles of data governance
- Data quality dimensions: accuracy, completeness, consistency
- Data stewardship and ownership
- Data classification: public, internal, confidential
- Metadata management

Day 5: Information Security and Compliance

- Common threats: malware, phishing, ransomware
- Access controls: authentication, authorisation
- Encryption: at rest, in transit
- Compliance: POPIA, GDPR, industry standards
- Incident response plan

Day 6: Business Intelligence and Reporting

- BI architecture and tools
- Data warehousing and ETL processes
- Reporting: ad-hoc, scheduled, real-time
- Dashboards and KPIs
- Data visualisation best practices

Day 7: Document and Records Management

- Document vs record management
- Version control and check-in/check-out
- Retention schedules and disposal
- Document management systems: SharePoint, Alfresco

- Workflow automation

Day 8: Information Management Tools and Technologies

- Collaboration tools: Teams, Slack, SharePoint
- Storage platforms: OneDrive, Google Drive, Dropbox
- Automation: Zapier, Power Automate
- Integration techniques and APIs
- Selecting the right tools for business needs

Day 9: Strategic Information Management and Future Trends

- Strategic alignment and maturity models
- Information governance framework
- Emerging technologies: AI, machine learning, big data, IoT
- Change management for information initiatives
- Creating an action plan for continuous improvement

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Mauritius
14 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	28 Aug 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 QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243268) 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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