



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

Organize and Maintain Workplace Information

Culture and Arts / Sport

Unit Standard 254242 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to effectively process, organize, and maintain workplace information in both paper-based and digital formats. Participants will learn to apply systematic filing methods and information management principles to ensure accuracy, accessibility, and compliance with organizational policies.

Category	Culture and Arts
Subfield	Sport
Unit Standard	254242
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply information processing techniques to capture, sort, and verify workplace data.
- Organize information using appropriate filing systems and classification methods.
- Maintain information storage systems to ensure security, confidentiality, and easy retrieval.
- Evaluate the effectiveness of current information management practices and recommend improvements.
- Demonstrate compliance with relevant legislation and organizational policies regarding information handling.
- Implement procedures for archiving and disposing of information in accordance with retention schedules.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, records clerks, data capturers, and any employees responsible for managing workplace information in a corporate or office environment.

COURSE OUTLINE

Day 1: Organizing and Maintaining Workplace Information

- Introduction to workplace information management.
- Types of information and records.
- Filing systems and storage methods.
- Retrieval and access procedures.
- Information maintenance: updating, archiving, and disposal.
- Legal and organizational requirements for information management.
- Confidentiality and security of information.
- Practical exercise: organizing a sample filing 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 **4 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
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

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 254242) 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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