



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

Statutory and Legislative Requirements for Records Management

Communication Studies and Language / Communication Studies

Unit Standard 259437 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with a thorough understanding of the statutory and legislative requirements that govern records management and archives in South Africa. Participants will learn to identify, interpret, and apply relevant laws such as the National Archives and Records Service of South Africa Act, the Promotion of Access to Information Act, and the Protection of Personal Information Act. The course ensures compliance and best practices in managing records within any organization.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	259437
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply key legislative frameworks, including the National Archives Act, PAIA, and POPIA, to records management processes.
- Analyze the impact of statutory requirements on the creation, use, and disposal of records.
- Evaluate organizational policies and procedures against legislative requirements to ensure compliance.
- Implement a records management system that adheres to relevant laws and regulations.
- Demonstrate the ability to handle requests for access to information in accordance with PAIA.
- Design retention and disposal schedules that comply with archival legislation.

WHO SHOULD ATTEND

- Records managers, archivists, compliance officers, information officers, and any professionals responsible for the creation, maintenance, and disposal of records in public or private sector organizations.

COURSE OUTLINE

Day 1: Introduction to Records Management and Legislative Framework

- Overview of records management principles
- Key legislation: National Archives and Records Service Act (Act 43 of 1996)
- The Constitution of South Africa and access to information
- The role of the South African National Archives
- Definitions: records, archives, metadata, lifecycle
- Records as evidence and business assets
- Consequences of non-compliance
- Introduction to the Records Management Policy Framework

Day 2: The National Archives and Records Service Act and Related Regulations

- Detailed analysis of Act 43 of 1996
- Record categories: current, semi-current, non-current
- Disposal authorities and retention schedules
- Transfer of records to the archives
- Responsibilities of the National Archives and government bodies
- Regulations under the Act
- Case studies on compliance
- Practical implications for record managers

Day 3: The Promotion of Access to Information Act (PAIA) and Protection of Personal Information Act (POPIA)

- Overview of PAIA (Act 2 of 2000)
- Request procedures and exemptions
- Manuals and records held by public and private bodies
- Overview of POPIA (Act 4 of 2013)
- Conditions for lawful processing of personal information
- Rights of data subjects
- Security safeguards and breach notification
- Balancing access and privacy

Day 4: Other Relevant Legislation and Standards

- Electronic Communications and Transactions Act (Act 25 of 2002)
- Labour legislation: BCEA, LRA, and record-keeping requirements
- Public Finance Management Act (Act 1 of 1999)
- Municipal Finance Management Act (Act 56 of 2003)
- King IV Report on Corporate Governance
- International standards: ISO 15489, ISO 30300
- Industry-specific regulations (e.g., health, finance)
- Compliance mapping

Day 5: Records Management Policies, Procedures, and Systems

- Components of a records management policy
- Procedure development: capture, registration, classification
- Retention schedules: creation and approval
- Disposal procedures: destruction, transfer, archiving
- EDRMS selection and implementation

- Metadata standards (e.g., Dublin Core)
- Classification schemes and file plans
- Auditing and monitoring compliance

Day 6: Implementing and Auditing Records Management Compliance

- Audit frameworks and methodologies
- Compliance checklist development
- Risk assessment for records
- Conducting a records survey
- Reporting findings and recommendations
- Corrective action plans
- Continuous improvement
- Role of internal audit and external regulators

Day 7: Integration, Case Studies, and Assessment

- Case studies: successful and failed records management
- Group discussion on challenges and solutions
- Developing a records management implementation plan
- Summative assessment (written test and practical exercise)
- Course review and Q&A;
- Resources for ongoing learning
- Certification of competence

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 **10 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	26 Aug 2026	On-Campus	Durban, 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 259437) 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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