



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

Records Classification, Retrieval and Disposal Systems

Communication Studies and Language / Communication Studies

Unit Standard 259458 · NQF Level 4 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to interpret classification systems for organizing, retrieving, and disposing of records. Participants will understand how to apply file plans, indexing rules, and retention schedules to ensure efficient records management. The course also covers legal and regulatory requirements for records disposal in a South African context.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	259458
Accreditation	SAQA Accredited · NQF Level 4 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply classification systems to organize records according to organizational policies.
- Analyze retrieval methods to locate records efficiently and accurately.
- Evaluate disposal procedures to ensure compliance with legal and regulatory requirements.
- Implement retention schedules to manage the lifecycle of records effectively.
- Demonstrate the use of indexing and cross-referencing techniques for records retrieval.
- Design a simple records classification system for a given organizational context.

WHO SHOULD ATTEND

- This course is designed for records clerks, administrative officers, and information managers responsible for maintaining records systems in corporate or government environments.

COURSE OUTLINE

Day 1: Introduction to Records Management and Classification Systems

- Overview of records management: definitions, benefits, legal framework.
- The records life cycle: creation, maintenance, disposal.
- Types of records: physical, electronic, vital, transient.
- Introduction to classification systems: numeric, alphabetic, alphanumeric.
- File plans and indexing methods.
- Metadata and its role in classification.

Day 2: Classification Systems and Filing Arrangements

- Detailed classification schemes: subject-based, functional, numeric.
- Creating a file plan: structure, naming conventions, version control.
- Indexing methods: alphabetical, subject, keyword.
- Cross-referencing techniques for related records.
- Centralised vs. decentralised filing: advantages and disadvantages.
- Colour coding and labelling systems.
- Electronic classification: folder structures, metadata tags.

Day 3: Records Retrieval Systems and Access Control

- Retrieval methods: manual, automated, hybrid.
- Filing equipment and storage media.
- Charge-out systems: manual logs, barcode, RFID.
- Access control: permissions, user roles, audit trails.
- Security of records: physical locks, encryption, backup.
- Retrieval of electronic records: search techniques, OCR, full-text indexing.
- Handling confidential and sensitive records.

Day 4: Disposal Systems and Archiving

- Retention schedules: legal, fiscal, administrative, historical value.
- Disposal methods: shredding, incineration, recycling, deletion.
- Archiving: criteria for permanent retention, storage conditions.
- Digital disposal: secure deletion, data wiping, degaussing.
- Records management policies and procedures.
- Audit and compliance: monitoring disposal activities.
- Disaster recovery and business continuity planning.

Day 5: Integration, Quality Assurance, and Emerging Trends

- System integration: linking classification, retrieval, and disposal.
- Quality assurance: audits, performance metrics, corrective actions.
- Cloud-based records management: benefits, risks, compliance.
- Artificial intelligence in classification and retrieval.
- Blockchain for records integrity.
- Legal and ethical considerations: POPIA, GDPR.
- Developing a records management manual.
- Continuous improvement and staff training.

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 **8 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, 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 259458) 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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