



## Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: [apply@aaticd.co.za](mailto:apply@aaticd.co.za) · Website: [www.aaticd.co.za](http://www.aaticd.co.za)

### COURSE BROCHURE

# Archives and Records Management

Communication Studies and Language / Communication Studies

Unit Standard 259477 · NQF Level 4 · 4 Credits · 3 Days

## COURSE OVERVIEW

This course provides a foundational understanding of the core concepts, terminology, and ethical principles that underpin archives and records management. Participants will gain the knowledge required to apply these principles in a South African context, ensuring compliance with relevant legislation and best practices. The course prepares learners to manage records and archives with integrity, accountability, and professionalism.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	259477
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	3 days
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

## LEARNING OUTCOMES

- Explain the core concepts and terminology used in archives and records management.
- Apply ethical principles and codes of conduct to records and archives management practices.
- Identify and differentiate between records, archives, and other information assets.
- Analyze the legal and regulatory frameworks governing archives and records in South Africa.
- Demonstrate knowledge of the principles of provenance, original order, and life cycle management.
- Evaluate ethical dilemmas and apply appropriate decision-making frameworks in records management.

## WHO SHOULD ATTEND

- This course is designed for records clerks, archivists, administrative officers, and information managers who need to understand the fundamental concepts and ethical standards of archives and records management.
- It is also suitable for professionals transitioning into records management roles.

## COURSE OUTLINE

### Day 1: Foundations of Archives and Records Management

- Introduction to archives and records management: definitions and scope
- The records lifecycle: creation, maintenance, use, and disposal
- Legal and regulatory framework: National Archives and Records Service of South Africa Act, Promotion of Access to Information Act
- Records classification and filing systems
- Role of records managers and archivists
- Ethical considerations and professional standards

### Day 2: Records Management Processes and Systems

- Appraisal and selection of records for archival value
- Retention scheduling and disposal procedures
- Filing systems: alphabetical, numerical, alphanumeric, and subject-based
- Indexing and metadata standards
- Introduction to electronic records management
- EDRMS: features, benefits, and implementation considerations
- Disaster preparedness for records

### Day 3: Preservation, Access, and Practical Integration

- Preservation of physical records: environmental controls, handling, and storage
- Digital preservation: formats, migration, and emulation
- Access policies: confidentiality, privacy, and public access
- Security measures: physical and cybersecurity
- Records management audits and compliance
- Change management and training for records management
- 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 **4 NQF credits** at **NQF Level 4**.

## PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

## UPCOMING SESSIONS

Start	End	Method	Venue
30 Jun 2026	02 Jul 2026	In-House	–
08 Jul 2026	10 Jul 2026	On-Campus	Shenzhen, China
13 Jul 2026	15 Jul 2026	Online	–
21 Jul 2026	23 Jul 2026	In-House	–
29 Jul 2026	31 Jul 2026	On-Campus	Shenzhen, China
07 Sep 2026	09 Sep 2026	Online	–
15 Sep 2026	17 Sep 2026	In-House	–
23 Sep 2026	25 Sep 2026	On-Campus	Shenzhen, China

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 259477) 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](mailto: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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