



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

Archive Management

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0016 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to manage physical and electronic archives in compliance with South African legislative and regulatory requirements. Participants will learn to classify, store, retrieve, and dispose of records systematically, ensuring accountability and efficiency in information management. The course aligns with best practices in records management and supports organisational governance.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0016
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply classification and indexing systems to organise archival materials.
- Implement storage and retrieval procedures for both physical and electronic archives.
- Evaluate archival systems to ensure compliance with legal and regulatory requirements.
- Demonstrate proper disposal and retention procedures according to organisational policies.
- Analyze the role of archives in supporting organisational decision-making and accountability.
- Design a basic archival management plan for a small to medium-sized organisation.

WHO SHOULD ATTEND

- This course is ideal for records clerks, administrative officers, document controllers, and any professionals responsible for managing archives in corporate, government, or non-profit environments.

COURSE OUTLINE

Day 1: Introduction to Archive Management

- Definition and scope of archive management
- Types of archives: public, private, digital, physical
- Legal framework: National Archives and Records Service of South Africa Act
- Ethical considerations in archival practice
- Overview of archival lifecycle: creation, maintenance, disposal
- Key terminology and concepts
- Roles and responsibilities of an archivist
- Introduction to archival standards and best practices

Day 2: Appraisal and Acquisition

- Appraisal theories and methodologies
- Criteria for archival value: administrative, fiscal, legal, historical
- Acquisition strategies: proactive vs reactive
- Surveying records: techniques and tools
- Legal transfer agreements and documentation
- Accessioning procedures
- Deaccessioning and disposal
- Case studies on appraisal decisions

Day 3: Arrangement and Description

- Principles of arrangement: provenance, original order, series
- Levels of arrangement: fonds, series, files, items
- Descriptive standards: ISAD(G), EAD, Dublin Core
- Creating finding aids: inventories, catalogues, guides
- Metadata schemas for archives
- Arrangement of digital records and hybrid collections
- Physical preservation considerations during arrangement
- Practical exercises in arrangement and description

Day 4: Preservation and Conservation

- Causes of deterioration: environmental, biological, chemical, physical
- Environmental monitoring: temperature, humidity, light
- Storage solutions: enclosures, shelving, boxes
- Handling procedures for fragile materials
- Conservation treatments: cleaning, repair, encapsulation
- Digital preservation: formats, migration, emulation
- Disaster planning: risk assessment, response, recovery
- Pest management and integrated pest management

Day 5: Access, Outreach, and Digital Archives

- Access policies: restrictions, privacy, copyright
- Reading room procedures and user registration
- Reference services and user assistance
- Outreach strategies: exhibitions, publications, social media
- Digital archives: digitisation workflows and metadata

- Electronic records management: email, databases, websites
- User studies and evaluation of archival services
- Future trends in archive management

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 AATICD-0016) 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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