



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

Archives and Record Management

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0017 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage records and archives effectively in a digital and paper-based environment. Participants will understand the legal and regulatory frameworks governing records management in South Africa and be able to implement best practices for the creation, storage, retrieval, and disposal of records.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0017
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 the principles of records and archive management to ensure compliance with relevant legislation and standards.
- Demonstrate the ability to classify, index, and store records systematically for efficient retrieval.
- Evaluate the risks and benefits of digital versus physical record-keeping systems.
- Implement procedures for the secure disposal or archiving of records according to retention schedules.
- Analyze the role of records management in supporting organizational governance and accountability.

WHO SHOULD ATTEND

- Records clerks, administrative officers, information managers, and anyone responsible for managing records in a corporate, government, or non-profit environment.

COURSE OUTLINE

Day 1: Introduction to Archives and Record Management

- Definition and scope of archives and records management
- The records lifecycle: creation, maintenance, use, and disposal
- Key legislation: National Archives and Records Service of South Africa Act, Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA)
- Ethical considerations and professional standards
- Roles and responsibilities of records managers and archivists

Day 2: Records Creation, Classification, and Appraisal

- Records creation: principles of authenticity, reliability, and integrity
- Classification schemes: functional, subject-based, and alphanumeric systems
- Metadata standards: Dublin Core, ISAD(G), and South African-specific standards
- Appraisal techniques: administrative, legal, fiscal, and historical value
- Developing and implementing retention schedules
- Disposal: destruction, transfer, and permanent preservation

Day 3: Storage, Preservation, and Security of Records

- Storage solutions: shelving, cabinets, environmental controls
- Preservation of paper records: handling, repair, and digitisation
- Digital preservation: file formats, migration, emulation, and checksums
- Security measures: access controls, audit trails, and encryption
- Disaster planning: risk assessment, prevention, response, and recovery
- Insurance and business continuity considerations

Day 4: Access, Retrieval, and Dissemination of Records

- Retrieval systems: indexes, finding aids, databases, and search tools
- Access policies: classification levels, user permissions, and exemptions
- Managing access requests: procedures, timelines, and appeals
- Dissemination channels: physical loans, digital copies, and online portals
- Data privacy: anonymisation, redaction, and consent
- Training users on proper records access and handling

Day 5: Digital Records Management and Electronic Document and Records Management Systems (EDRMS)

- Overview of EDRMS: features, benefits, and selection criteria
- Migration of physical records to digital formats
- Managing born-digital records: emails, databases, and multimedia
- Cloud storage: risks, compliance, and service level agreements
- Social media and collaborative platforms: capture and retention
- Digital continuity: ensuring long-term access and usability
- Case studies and best practices in digital records 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-0017) 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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