



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

Document Control and Records Management

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0023 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to manage document control and records management systems in compliance with South African legislative and organizational requirements. Participants will learn to design, implement, and maintain effective document control processes that ensure accuracy, accessibility, and security of records. The course aligns with best practices in information governance and prepares learners for roles in records management.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0023
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 principles of document control to establish and maintain a records management system.
- Analyze organizational requirements to design a document control framework that meets legal and regulatory standards.
- Evaluate existing records management processes and identify areas for improvement.
- Implement procedures for the classification, storage, retrieval, and disposal of records.
- Demonstrate the use of electronic document management systems (EDMS) for efficient records handling.
- Ensure compliance with South African legislation such as the Promotion of Access to Information Act (PAIA) and the Protection of Personal Information Act (POPIA).

WHO SHOULD ATTEND

- This course is designed for administrative professionals, records clerks, document controllers, and managers responsible for creating, storing, or retrieving documents and records in any sector.

COURSE OUTLINE

Day 1: Foundations of Document Control and Records Management

- Introduction to document control and records management
- Key terminology: documents, records, versions, metadata
- Regulatory frameworks: ISO 9001, POPIA, PAIA
- Document lifecycle: creation, review, approval, distribution, maintenance, disposal
- Roles and responsibilities in document control

Day 2: Document Classification and Metadata

- Document classification systems: functional, hierarchical, numerical
- Metadata standards: Dublin Core, ISO 23081
- Naming conventions and version control
- Retention schedules and disposal procedures
- Indexing and cross-referencing techniques

Day 3: Document Control Processes and Systems

- Document review and approval workflows
- Electronic document management systems (EDMS) features
- Change management and revision control
- Audit trails, access controls, and security
- Conducting document audits and management reviews

Day 4: Records Management and Compliance

- Records management policies and procedures
- Managing records throughout the lifecycle: active, inactive, archival
- Legal and regulatory compliance: POPIA, PAIA, sector-specific laws
- Retention schedules and disposition methods
- Disaster recovery and business continuity planning for records

Day 5: Integration, Auditing, and Continuous Improvement

- Integration with quality management systems (QMS) and business processes
- Internal and external audit preparation
- Non-conformance identification and corrective actions
- Continuous improvement: PDCA, root cause analysis
- Developing a document control and records management plan

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-0023) 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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