



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

Digitisation and File Management

Custom Courses / Information Technology (IT) and Digital Skills

Unit Standard AATICD-0098 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to digitise physical documents and manage digital files efficiently in a corporate environment. Participants will learn to apply file naming conventions, organise electronic records, and ensure data integrity and security. The course aligns with South African records management best practices and prepares learners for the digital transformation of workplace documentation.

Category	Custom Courses
Subfield	Information Technology (IT) and Digital Skills
Unit Standard	AATICD-0098
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 digitisation techniques to convert physical documents into digital formats while maintaining quality and readability.
- Implement file naming conventions and folder structures to ensure logical organisation and easy retrieval of digital records.
- Analyze the risks associated with poor file management and apply measures to protect data integrity and security.
- Design a digital file management system that complies with organisational policies and legal requirements for records retention.
- Evaluate different digitisation tools and software to select appropriate solutions for specific document types.

WHO SHOULD ATTEND

- This course is designed for administrative staff, records clerks, data capturers, and any professionals responsible for managing physical or digital documents in a corporate setting.

COURSE OUTLINE

Day 1: Foundations of Digitisation and File Management

- Introduction to digitisation: definitions, benefits, and challenges
- Types of digital files: documents, images, audio, video
- File formats and their appropriate uses
- Basics of file management: naming conventions, folder structures
- Overview of digitisation equipment: scanners, cameras, OCR software

Day 2: Digitisation Processes and Quality Control

- Digitisation workflow: preparation, capture, processing, storage
- Image capture techniques: resolution, colour depth, file compression
- Quality control: checking for errors, consistency, and completeness
- Introduction to metadata: types, standards, and creation
- Hands-on practice with digitisation equipment

Day 3: File Organisation and Storage Solutions

- Folder hierarchy design for different contexts
- File naming conventions: elements, examples, best practices
- Version control: tracking changes and managing revisions
- Storage media: hard drives, SSDs, NAS, cloud services
- Backup strategies: 3-2-1 rule, automated backups
- Data security: access controls, encryption, compliance

Day 4: Digital Asset Management (DAM) Systems

- Overview of DAM systems: functions and benefits
- Key features: metadata schemas, taxonomies, search, permissions
- Ingesting assets: uploading, metadata entry, automated processing
- Retrieving assets: search techniques, filters, collections
- Workflow automation: approval processes, versioning
- Case studies of DAM implementation

Day 5: Integration, Compliance, and Best Practices

- Integrating digitisation with business processes
- Legal and regulatory compliance: POPIA, retention schedules
- Records management principles: authenticity, reliability, integrity
- Developing a digitisation and file management policy
- Emerging trends: AI in digitisation, blockchain for provenance
- Final assessment and action planning

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
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
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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-0098) 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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