



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

Electronic Records Management (ERM)

Custom Courses / Information Technology (IT) and Digital Skills

Unit Standard AATICD-0099 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the principles and practices of electronic records management, including creation, maintenance, disposal, and compliance with legal and regulatory requirements. Participants will gain skills to manage electronic records efficiently, ensuring authenticity, reliability, and accessibility throughout the records lifecycle.

Category	Custom Courses
Subfield	Information Technology (IT) and Digital Skills
Unit Standard	AATICD-0099
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 electronic records management to ensure compliance with relevant legislation and standards.
- Analyze the records lifecycle to determine appropriate retention, storage, and disposal strategies.
- Implement metadata schemas and classification systems to facilitate efficient retrieval and management of electronic records.
- Evaluate risks associated with electronic records, including security, privacy, and disaster recovery.
- Design a basic electronic records management system that supports authenticity, integrity, and usability.
- Demonstrate the ability to use electronic document and records management systems (EDRMS) effectively.

WHO SHOULD ATTEND

- Records managers, administrative staff, information officers, and anyone responsible for creating, storing, or disposing of electronic records in a corporate or government environment.

COURSE OUTLINE

Day 1: Introduction to Electronic Records Management

- Definition of records and electronic records.
- Benefits of ERM: efficiency, compliance, risk mitigation.
- Overview of relevant legislation: PAIA, ECTA, POPIA.
- Standards: ISO 15489, SANS/ISO 30300 series.
- The records lifecycle: creation, use, maintenance, disposition.
- Roles and responsibilities in ERM.

Day 2: Designing an ERM Framework

- File plans and classification systems.
- Metadata elements: Dublin Core, ISO 23081.
- Retention scheduling: legal, operational, historical requirements.
- Disposition: destruction, transfer, archiving.
- ERM policy development: scope, roles, procedures.
- Integration with organisational workflows.

Day 3: Electronic Records Capture and Storage

- Capture techniques: scanning, auto-capture, workflow integration.
- Storage media: cloud, on-premises, hybrid.
- File formats: PDF/A, TIFF, XML, preservation formats.
- Digital signatures and encryption for authenticity.
- Version control and check-in/check-out processes.
- Audit trails and logging.

Day 4: Access, Retrieval, and Security

- Access control models: RBAC, ABAC.
- Search technologies: full-text, metadata, indexing.
- Security measures: authentication, authorisation, encryption.
- Data privacy compliance with POPIA.
- Backup strategies and offsite storage.
- Disaster recovery planning for electronic records.

Day 5: ERM Implementation, Audit, and Continuous Improvement

- Implementation project plan: phases, resources, training.
- Auditing ERM: compliance, effectiveness, gaps.
- Metrics and reporting for ERM performance.
- Change management strategies.
- Emerging trends: AI for classification, blockchain for integrity.
- Final assessment and course wrap-up.

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-0099) 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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