



VIRTUAL INSTRUCTOR-LED TRAINING ARCHIVES AND RECORDS MANAGEMENT (2 DAYS)

THIS COURSE IS ALIGNED TO UNIT STANDARD:

Title:	Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management.
Unit Standard ID:	259477
NQF Level:	4
Credit Value:	4

INTRODUCTION

This learning programme is intended for all persons who need to demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management. Delegates will be able to explain and interpret the code of ethics for archives and record managers and perform duties in accordance with this code of ethics applicable to archival and recordkeeping practices. They will also be able to define and understand terminology pertaining to key archival and records management and the archival profession.

COURSE CONTENT

Ethics for Archives and Records Management

- Ethical and legal responsibilities in records, to establish standards to practice, administration and professional conduct
- Moral obligations to safeguard records to articulate professional responsibilities, duties and conduct of archivists and records managers
- Code of conduct towards users/clients, in terms of principles of fairness
- Ethical responsibilities towards employers, depositors and donors
- The concepts of trust, confidentiality and privacy

Concepts of Records Management

- Definition of the term records relating to international standards and definitions
- Processes involved to facilitate records management
- Key concepts of tools to perform records management duties
- Principles of records management in accordance with an international glossary
- Critical elements of records in terms of management terminology

Key Concepts of Archival Management

- Define the term archives
- Main functions of the archives
- Impact of events relating to the creation and permanent preservation of records
- Development of archival institutions in terms of their origins
- Principles of archival management in accordance with international standards
- Process of evaluating records for archival preservation

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing FREE access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

*To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.*

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