



**“Shedding
Light
on Skills
Development”**



Kwelanga | TRAINING
engage | inspire | elevate

Archives and Records Management (2 Days)

A Specialised Kwelanga Training Programme

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. The person credited with this unit standard is able to perform his/her duties in accordance with the code of ethics applicable to archival and recordkeeping practices and will also be able to give definitions pertaining to key archival and records management terminology. The learner will also 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. Learners will also be able to define and understand terminology with regards to records management and the archival profession.

COURSE CONTENT

Understand the Ethics for Archives and Records Management

- Determine the ethical and legal responsibilities in records in order to establish standards to practice, administration and professional conduct
- Identify the moral obligations to safeguard records in order to articulate the professional responsibilities, duties and conduct of archivists and records managers
- Analyse the code of conduct towards users/clients in terms of the principles of fairness
- Identify and explain the ethical responsibilities towards employers, depositors and donors in the context of archives and record management
- The concepts of trust, confidentiality and privacy within records and archives

Explain and Define the Concepts of Records Management

- Definition of the term records in terms of international standards and definitions
- The processes involved with records management procedures in order to facilitate records management
- Key concepts of records management in terms of the tools to perform records management duties
- The principles of records management in accordance with an international glossary
- The critical elements of records in terms of management terminology

Explain and Define the Key Concepts of Archival Management

- Define the term archives
- Explain the main functions of the archives
- Explain the impact of events in terms of the creation and permanent preservation of records
- Explain the development of archival institutions in terms of their origins
- Define the principles of archival management in accordance with international standards
- Explain the process of evaluating records for archival preservation

A Way Forward – Personal Elevation Plan

TRAINING METHODOLOGY

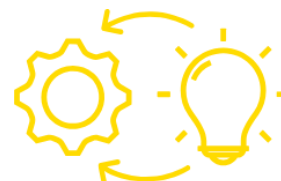


Our training methodology is designed with a core focus: to ensure that the knowledge acquired translates into tangible results, adding substantial value and visibly improving performance within the workplace.

We employ an outcomes-based approach, fostering active engagement through highly interactive, facilitator-led sessions.

WHAT WE OFFER

- Public Courses vs Closed Group Training
- Face-To-Face Training (F2F)
- Virtual Instructor-Led Training (VILT)
- Customisation
- Impact Compass
- myQuest LMS



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 Elevation Plan – Bridging the Gap from Training to Workplace Application

The Personal Elevation Plan isn’t just a takeaway – it’s a structured, practical guide that helps delegates seamlessly transition their learning into real-world action.



Sustained Development and Accountability: By tracking progress and engaging with their managers, delegates stay committed to their growth, making learning an active part of their professional journey.

A Tool for Measurable Impact: Rather than training being a one-time event, this plan enables organisations to see tangible results by embedding new skills into everyday work.

A Catalyst for Meaningful Conversations: Ideal for one-on-one coaching and performance discussions, the plan encourages ongoing development dialogues between delegates and their managers

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.*