

presents

The Nuts & Bolts Of Records Management Training Course

**StayEasy Southern Sun – Pretoria
13-14 October 2010**

WORKSHOP INFORMATION

THE WORKSHOP REQUIRES A MINIMUM OF 5 PARTICIPANTS AND CAN ACCOMMODATE A MAXIMUM OF 15.

THE NUTS & BOLTS OF RECORDS MANAGEMENT TRAINING COURSE

Based on Unit Standard 242866: Identify, operate and maintain the records management system in a public sector. This short course was approved by the North West University Institutional Academic Standards on 26 April 2006.

Who should attend?

Records managers who are new in the position, filing/registry staff, administrative staff, secretaries, office professionals, managers who need to control their records and anyone who wants to learn about records management.

Presenter: Ms Amanda van der Merwe – North West University

Ms van der Merwe is Manager: Records Management and Administration, North West University. She has an LLB (cum laude) from the former Potchefstroom University for CHE and post-diploma certificate in Archival Studies from UNISA. She led the North West University through a new records management programme, which she initiated during the merger process. The invaluable lessons learnt and experiences gained will help guide and support other record managers, institutions and general managers embarking on an RM journey. General managerial principles were the cornerstone of the implementation process of the NW University RM programme. It became apparent that these principles had to be incorporated into an RM programme in order to effectively sell the programme to managers over a wide spectrum – from academic staff, to supporting managers and to secretaries doing general administrative work.

Aim

To equip learners with the necessary knowledge and practical skills to implement a records management programme in their organisation.

Workshop contents

- Conceptual records management foundations
- Purpose of a records management (RM) system
- RM legislative and procedural requirements
- Operation of a records storage and retrieval system
- Identification of records
- Records classification systems
- Appraisal and disposal of records
- Introduction to electronic records

Outcomes

At the end of the workshop, the learner will be equipped to establish a RM system within the South African legislative framework.

Assessment

Assessment entails a six-month distance programme during which eight related assignments must be completed. On successful completion, the North West University short course certificate is issued. Learners who only wish to obtain a certificate of attendance, will receive a R500 pp discount on the registration fee.

WORKSHOP TIMES

Day 1

08h00-10h00 Workshop
10h00-10h30 Tea/Coffee
10h30-12h30 Workshop
12h30-13h30 Lunch
13h30-15h30 Workshop
15h30-16h00 Tea/Coffee
16h00-17h30 Workshop

Day 2

08h00-10h00 Workshop
10h00-10h30 Tea/Coffee
10h30-13h00 Workshop
13h00-14h00 Lunch

REGISTRATION

REGISTRATION FEE

(Includes course material, lunch and teas, assessment of 8 assignments during a 6-month period. No VAT charged.)

Payments received by 30 July 2010: R3 450 per person

Payments received by 27 August 2010: R3 650 per person

Payments received by 23 September 2010: R3 850 per person

- All payments received after 23 September 2010 will be considered emergency registrations and subject to a 10% surcharge on the late fee.
- Learners who only wish to obtain a certificate of attendance, will receive a R500 pp discount on the registration fee.

ACCOMMODATION AND AIRPORT TRANSFERS

VENUE

StayEasy Southern Sun, 632 Van der Walt Street (Cnr. Van der Walt & Andries Streets), Pretoria.

StayEasy offers accommodation, breakfast and dinner. Airport transfers from Oliver Tambo Airport can be arranged directly with the hotel. Airport transfers to StayEasy are R350 per person one way. Please call them directly to make bookings: Tel. 012 320 1060.

ALTERNATIVE ACCOMMODATION

Please note that all alternative accommodation options require travel by car.

Garden Court, Cnr. End and Pretorius Streets, Hatfield - Tel. 012 342 1444

Protea Hotel, 390 van der Walt Street, Pretoria (3-star) - Tel. 012 322 7795

Organised by:

***Poussière d'étoiles – Professional Conference Organisers. All workshop information is available on our website.
Tel. 021 906 6041 Fax. 086 617 2017 Email: info@pdesa.co.za Web: www.pdesa.co.za***