GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 1032   3 October 2008

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Archives and Records Management

registered by Organising Field 04 – Communication Studies and Language, publishes the following Qualification and Unit Standards for public comment.

This notice contains the title, field, sub-field, NQF level, credits, and purpose of the Qualification and Unit Standards. The full Qualification and Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Qualification and Unit Standards should reach SAQA at the address below and *no later than 3 November 2008.* All correspondence should be marked **Standards Setting – SGB for Archives and Records Management** and addressed to

The Director: Standards Setting and Development
SAQA
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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

QUALIFICATION:
Further Education and Training Certificate: Archives and Records Management

SAQA QUAL ID	QUALIFICATION TITLE		
64069	Further Education and Training Certificate: Archives and Records Management		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Ed and Training Cert	4 - Communication Studies and Language	Communication Studies	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	141	Level 4	Regular-Unit Stds Based

This qualification does not replace any other qualification and is not replaced by another qualification.

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

South Africa's need of ensuring that records are kept for a range of purposes is the primary purpose of the Records and Archives professionals, in a wide range of sectors. The Records and Archives profession continues to seek out new ways to meet the changing needs of identifying, retrieving, preserving and conserving information and items through well-structured record classification systems and record keeping systems, while at the same time dealing with significant changes in technology.

In the records and archives environment, lifelong learning is crucial and practitioners must develop competencies for themselves. The competencies that enable practitioners to best serve everyone remain constant. Using competencies in analysing, acquiring, synthesising, organising, conserving, evaluating and disseminating records, Records and Archives practitioners add value to the services they provide for customers.

These competencies support, and are enhanced by, technological and social transformation. This qualification recognises all these elements in current and future records and archives practice. It aims to help people entering the industry and those already working in it maintain and improve their competencies in meeting and anticipating the needs of the country as a whole.

This Qualification will enable learners within the Archives and Records Management environment to improve professionalism and enhance the quality of service delivery. It will also contribute to the further development of learners within the Archives and Records Management environment by providing articulation, recognition and mobility within this dynamic and ever changing environment.

A learner acquiring this Qualification will be able to:

> Communicate in a variety of ways in the provision of Records and Archives support services.
> Use mathematics and mathematical thinking to solve every day problems for him/herself and the Records and Archives profession.

> Manage archival materials and records.
> Provide routine frontline customer services for archives and records.
> Administer routine Records and Archives support services.

Qualifying learners will be able to show responsibility, and independently and effectively manage themselves in the specific culture of the Archives and Records Management environment and they will therefore ensure the effective delivery of relevant and appropriate Archives and Records Management services within the framework of prescribed legislation.

Rationale:

This Qualification is addressing an urgent need for the provision of training in the Archives and Records management sector. Sound record keeping, archiving and records management practices are key elements of good governance and are also evidence of official and private business. They have an ongoing use as a means of legal evidence, operational continuity, disaster recovery and are a means of accountability. This Qualification is for learners who are pursuing careers within the Archives and Records Management environment and indicates a clear learning pathway which can be followed. It provides learners with opportunities for professional development and career advancement within the broader constituencies of the administrative community that will contribute to providing better Archives and Records handling services for all the people in the Republic of South Africa.

This qualification reflects the need and demand within the Archives and Records Management environment for people who are/will be able to perform these administrative roles within surroundings which are more complex and demand more advanced knowledge, skills and attributes. This Qualification will provide a vehicle through which to develop competent Archives and Records Administrators and people that can stay abreast with the changing and dynamic environment of Archives and Records Management as well as create an atmosphere for life-long learning opportunities.

This qualification allows for the further development of learners in the Archives and Records Management` professional environment through vertical mobility to higher-level qualifications and horizontally to qualifications on the same level but in a different administrative discipline. The qualification assists learners in critically evaluating information and exercising appropriate professional judgement. The level of flexibility within the range of electives will also allow the individual to pursue further specialisation within the Archives and Records Management field.

RECOGNIZE PREVIOUS LEARNING?
N

LEARNING ASSUMED IN PLACE
> Mathematical Literacy NQF Level 3.
> Communication NQF Level 3.
> Computer Literacy NQF Level 3.

Access to the Qualification:

Access is open to all learners bearing in mind the learning assumed to be in place.

QUALIFICATION RULES
The Qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totalling a minimum of 141 Credits.

Fundamental component:

All unit standards to the value of 56 credits are compulsory.

Core component:

All unit standards to the value of 69 credits are compulsory.

Elective component:

The Elective component for this Qualification is divided into different specialisations from which the learners may choose. Potential learners will need to select Elective Unit Standards to the value of at least 16 credits from one of these options, depending on the sub-sector of the Records and Archives field they are employed in or wish to become involved in.

The specialisations are as follows:

Records Management:

> Apply the skills of customer care in a specific work environment.
> Demonstrate historical knowledge and understanding of continuity and change over time in a specific context.
> Generate information and reports for internal and external use.
> Identify and explain the core and support functions of an organisation.
> Manage in-coming and out going mail.
> Plan, monitor and control an information system in a business environment.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Archives Management:

> Apply the skills of customer care in a specific work environment.
> Demonstrate historical knowledge and understanding of continuity and change over time in a specific context.
> Demonstrate knowledge and understanding of selected periods in history.
> Generate information and reports for internal and external use.
> Identify and explain the core and support functions of an organisation.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Public Sector:

> Apply administrative principles in the implementation of public sector procedures and work schedule.
> Apply the principles of good customer service to achieve public sector objectives.
> Generate information and reports for internal and external use.
> Identify, operate and maintain the records management system in a Public Sector organisation.
> Manage in-coming and out going mail.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Heritage:

> Control factors causing deterioration in heritage.
> Demonstrate historical knowledge and understanding of continuity and change over time in a specific context.
> Demonstrate knowledge and understanding of selected periods in history.

> Generate information and reports for internal and external use.
> Investigate historical events to explain phases and trends.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.

Business Environment:

> Generate information and reports for internal and external use.
> Identify and explain the core and support functions of an organisation.
> Manage in-coming and out going mail.
> Plan, monitor and control an information system in a business environment.
> Resolve customer service problems.
> Solve problems, make decisions and implement solutions.
> Manage administration records

EXIT LEVEL OUTCOMES
1. Communicate in a variety of ways in the provision of Records and Archives support services.
2. Use mathematics and mathematical thinking to solve everyday problems for him/herself and the Records and Archives services profession.
3. Manage archival materials and records.
4. Provide routine frontline customer services for archives and records.
5. Administer routine Records and Archives support services.

ASSOCIATED ASSESSMENT CRITERIA
Associated Assessment Criteria for Exit Level Outcome 1:

> Oral communication is maintained and adapted to meet customers' needs and expectations.
> Texts are interpreted and responded to in writing or orally in a range of contexts in the provision of Records and Archives Services.

Associated Assessment Criteria for Exit Level Outcome 2:

> Statistics, probability and probability models are used to solve a range of contextual problems.
> Mathematical number systems, shape, and motion analysis are used to solve a range of life related problems.
> Mathematics is used to investigate and monitor personal and organisational financial issues.

Associated Assessment Criteria for Exit Level Outcome 3:

> Records and archives are described, listed and classified in order to facilitate accessibility.
> Legal prescripts are understood and applied in the management of archives and records.
> The basic conservation and preservation functions are understood and applied in terms of the safekeeping and retention of records and archives.

Associated Assessment Criteria for Exit Level Outcome 4:

> The statutory and regulatory mandate is understood in order to operate within the records and archives environment.
> Skills and principles of customer care and cultural diversity are demonstrated in the provision of records and archives services.
> Clients are dealt with promptly in accordance with organisational procedures and requirements.

Associated Assessment Criteria for Exit Level Outcome 5:

> Classification systems are used in the storage and retrieval of records and archives.
> Reports are compiled timeously for statistical and administrative purposes.
> The evaluation of existing records and information is conducted in order to instruct sound records management practices.
> Inventory controls are undertaken in order to ensure storage compliance and availability.

INTERNATIONAL COMPARABILITY

The purpose of this International Comparability study is to facilitate the development of a meaningful learning path and its associated curriculum incorporating both theoretical and practical vocational skills which will ensure compatibility, comparability and compliance with existing international qualification specifications and regulations.

This Further Education and Training Certificate in Archives and Records Management was compared with equivalent qualifications from a range of countries. However, Australia, Canada and New Zealand were selected because they are in a similar situation to South Africa in that they only have history and records dating back a few hundred years. This means that the practices they employ in Archives and Records Management would be comparable to ours. However, two other countries were selected because they offer education and training that is considered international best practice in terms of Archives and Records Management.

Research was conducted to benchmark this qualification against equivalent qualifications in the following countries:

> Australia.
> Canada.
> New Zealand.
> United Kingdom.
> United States of America.

Training Qualifications and Courses referred to were:

Australia:

Records Management Association of Australia (R.M A.A).

Course Title: Code of Professional Conduct and Practice:

> Professional Responsibilities.
> Integrity and Confidentiality.
> Objective and Impartiality.
> Freedom of Conflicts in the Performance of Professional Duties.
> Awareness of Objectives and Benefits Regarding New Technology.
> Competences of Work Performance in the Work Environment.
> Obtain Additional Expertise and Information.
> Keep Up To Date With New Technologies and Practices.
> Standards Relevant to Professional Duties/Responsibilities.
> Training for increased effectiveness in Duties and Responsibilities.
> Promoting Recordkeeping and Information Management.
> The Image of the Profession.

The above course is fairly compatible with the South African one with the exception that it only concentrates on the specific requirements of the Code of Conduct and ethical issues surrounding it.

Public Record Office Victoria (PROV) Melbourne.

Course Title: Good Records - Good Business, Good Governance:

> Recordkeeping Awareness.

Course Title: Records Management Concepts:

> Understanding of Good Recordkeeping.
> Fundamental principles of Good Records Management.
> Grass Roots of Good Recordkeeping.

Course Title: Records Management Concepts - Records:

> Reasons for Records Management.
> Characteristics of Records.
> Registration of Records.
> Classification of Records.

Course Title: Records Management Concepts - Systems, Storage and Disposal:

> Advances in Records Management.
> Systems We Use.
> Records We Store.
> Principles of Disposal.
> Principles of Destruction.

Course Title: Take Away Concepts:

> Principles and Practices of Records Management Concepts.
> Storage and Disposal.
> Records and Responsibilities.
> Systems, Rules and Tools.
> Capture and Control.
> Information Retrieval.
> VERS.

Course Title: Transfer Documentation Training:

> Transferring Permanent Records into the State Archives.
> Records Accessibility.

Course Title: Getting Ready for VERS:

> What is VERS?
> Getting Started on a VERS Project.
> Recordkeeping Foundations for a VERS Project.
> VERS and System Design.
> Keeping Digital Recordkeeping on Organisational Agenda.

Course Title: VERS Technical:

> Viewing VEOs (VERS Encapsulated Objects).
> The VERS Documentation Type Definition.
> VEO Metadata.
> File VEOs.
> Binary Documents and how they are Stored in a VEO.

> VEOs Containing Multiple Documents and Renditions.
> The Use of Signatures in a VEO.
> The Creation of Onion VEOs.
> Creating VEOs.

These Australian courses put together, are very compatible with the South African FETC Qualification. The Subjects on offer cover most of the aspects covered by the individual Unit Standards in the Qualification. These courses do however have added subjects which are very specific to Australian (Victoria) regulations in terms of 'VERS'.

Canada:

The University of British Columbia: School of Library, Archival and Information Studies.

Course Titles:

> Information Technology and Archives.
> Archival Diplomatic.
> Arrangement and description of Archival Documents.
> Management of Current Records.
> History of Record Keeping.
> Selection and Acquisition of Archival Documents.
> The history of Administration in the Canadian Juridical System.
> Archival Public Services.
> Advanced Arrangement and Description of Archival Documents.
> Management of Audio-Visual and Non-Textual Archives.
> Database Design.
> The Preservation of Digital Records.
> Archives and the Web.
> Management of Libraries and Archives.
> Archival Systems and the Profession.
> Topics in the Management of Records: (Administering Freedom of Information and Protection of Privacy Legislations.
> Topics in the Management of Records: Advanced Management of Current Records.
> Preservation.
> Archival Research and Scholarship.
> Directed Research Project.
> Local Government Records.
> Directed Study.
> Internship.
> Professional Experience.
> Thesis.
> Advanced Seminar in Research Methods.
> Theoretical and Research Foundations.
> Advanced Study in Minor Area.

The majority of the subjects offered in the above Canadian courses are well aligned to the competencies contained in this South African Qualification. They do however; cover some issues which we may build into Unit Standards at a much higher level (Levels 6 to 8). These are issues like research and conducting a Thesis in Archives and records Management.

New Zealand:

New Zealand Qualifications Authority.

Unit Standard Titles:

Level 3:

> Operate a records management system in a public sector organisation: 17214.
> Describe recordkeeping and how to access records in social service work: 19495.

Level 5:

> Identify, describe, and explain principles in managing archives: 14492.
> Identify, access, and evaluate information and archives sources: 14494.
> Identify, access, and evaluate information and archives sources: 14499.

Level 6:

> Explain the history, role, theory, and methodology of archives and record keeping: 14493.
> Manage reprography in archives: 14496.
> Identify, implement, and review archives reference services: 14498.
> Plan, write, review, update, and document administrative and biographical history of archives: 14500.
> Describe the evolution of NZ's administrative and social history in relation to archives management: 14504.
> Plan and promote public programmes and exhibitions for archives: 14505.

Level 7:

> Arrange and describe archives: 14497.
> Select and apply archives appraisal strategies and criteria: 14501.
> Apply archives acquisition policies: 14502.
> Manage special format archives: 14506.
> Manage electronic archives: 14507.

The above New Zealand standards are very compatible with those contained in our FETC Qualification. There are some major differences in that New Zealand in that the New Zealand standards are spread from Levels 3 to Level 7, where ours are all at Level 4. Their higher level standards are also different in that they cover archival appraisal strategies, which we do not cover at this level.

Archives and Records Association of New Zealand (ARANZ).

Course Title: Records and Archives:

> Alphabetical Filing Rules.
> Archives.
> Data Management.
> Electronic Document and Records Management Systems.
> Metadata.
> Microform Storage and Preservation.
> Paper Permanence.
> Quality Management.
> Records Management.
> Security.
> Storage Accommodation.

The above courses are very similar to the individual Unit Standards contained in our Qualification. They do however focus quite heavily on electronic and microfilm storage, whereas the South African Unit Standards cover a range of records storage and archiving processes.

United Kingdom:

University of Edinburgh.

Course Title: Training For Practitioners with Particular Responsibility for Records Management:

> Records Management Starter Pack.
> Introduction to Records Management: Principles And Practice.
> Deciding What to Keep.
> Organising Your Information: Information Maps, Filing Schemes and Inventories.
> Implementing Records Systems.
> Recovering From an Emergency: Managing Vital Records.
> Electronic Records Management: Principle and Practice.
> JISC: Electronic Records Management.
> Implications of Freedom and Data Protection for Records Creation.

This University of Edinburgh course is very compatible with this South African one and their modules cover very similar competencies to ours.

The National Archives of Scotland:

> Record Keeping (Archival Practice).
> Preservation and Conservation.
> Guidance for Depositors (Transmission of Records).
> Legislation.
> Records Management (Paper and Electronic).
> Records Policies.

Very basic courses which only cover the bare necessities of Records and Archives Management. The actual content may offer more than can be ascertained from the information available. It seems that the South African Qualification is more comprehensive and covers the subjects in more detail.

United States of America:

Arizona State Library, Archives and Public Records.

Course Title: Electronic Records Management for State and Local Government:

> Things to watch out for when storing records solely on electronic media.
> Things to do to ensure records are protected.
> E-mail - How it fits into public record laws and it should be managed.

Course Title: Introduction into Managing Public Records:

> The statutory definition of records and records management.
> Reasoning behind a records management programme.
> The requirements of the Arizona Revised Statutes.
> The role of the Arizona State Archives.
> Records confidentiality.
> The commercial use of public records.

Course Title: Records Retention and Disposition:

> The creation, interpretation, modification and use of records retention and disposition schedules.
> Record series.
> Record retention periods.
> Historical records.
> Record series 'cut-offs'.
> Procedures for destroying records.

Course Title: Transferring and Storing Records at a Records Management Centre:

> The statutory mandate to operate a Records Management Centre.
> Transferring records.
> Using bar code labels and packing boxes.
> Completing requisite forms.

The above range of courses is broken down into smaller components of learning which are found in some of our Specific outcomes with the individual Unit Standards. So, in terms of this they are fairly compatible with this Qualification. The only major exception is that they focus quite strongly only on the management of public or government records, where the South African Qualification covers both public and private records management.

The U.S. National Archives and Records Administration.

Course Title: Records Management for Everyone:

> Understand records management principles.
> Understand repercussions of poor records management.
> Techniques and protocols that govern the lifecycle of a record.
> Concepts of adequate and proper documentation and disposition.
> Managing records and information.
> Improve staff effectiveness.

The above courses offered by the U.S. National Archives and Records Administration, are very compatible with our Unit Standards and Qualification. They do however only offer the basics of Records Management and does not go into the detail offered in the South African Qualification.

Conclusion:

The Further Education and Training Certificate: Archives and Records Management, Level 4 compares favourably with the training and development that is offered internationally by all countries included in this comparison. Differences between international practice and the contents of the FETC: Archives and Records Management, Level 4, relate mainly to legislative and regulatory issues applicable to each country and in some of the higher level of learning provided by these countries i.e. doing research and a thesis of records management. Australia in particular also focused on specific requirements i.e. VERS and the United States on Public records.

This Qualification meets the needs of both public and private archive and storage sectors which have to implement and apply records archiving and storage requirements in the work place and it is also evident that this Qualification would apply to most counties internationally. The international courses also do not offer any learning in terms of Communication and Mathematics.

ARTICULATION OPTIONS

Horizontal articulation is possible with:

> ID 49627: Further Education Training Certificate: e-Records Management.
> ID 48812: Further Education Training Certificate: Heritage Practice.
> ID 50520: Further Education Training Certificate: Library Practice.
> ID 57824: Further Education Training Certificate: Public Administration.
> ID 58346: Further Education Training Certificate: Public Administration and Management.
> ID 57712: Further Education Training Certificate: Generic Management.

Vertical articulation is possible with:

> ID 61349: National Certificate: Heritage Resource Management.
> ID 50060: National Certificate: Public Administration.
> ID 61594: National Certificate: Management.
> ID 49126: National Certificate: Management and Administration.
> ID 49554: National Diploma: Public Finance and Administration.

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant ETQA.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's (including professional bodies); and in terms of moderation guideline detailed in the Qualification Assessor Criteria.

> Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specifies otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards, Exit Level Outcomes as well as the integrated competence described in the Qualification.

> Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant should:

> Be registered as an assessor with the relevant ETQA or an ETQA that has a memorandum of understanding with the relevant ETQA.
> Be in possession of a relevant Qualification at NQF Level 5 or higher.

NOTES

N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	119471	Use language and communication in occupational learning programmes	Level 4	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5
Core	259441	Arrange, describe and compile lists of records to make them accessible to users	Level 4	10
Core	259442	Conduct an information/records audit	Level 4	8
Core	259477	Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management	Level 4	4
Core	259437	Demonstrate understanding of statutory and legislative requirements which impact on records management and archives	Level 4	10
Core	259458	Interpret classification systems in order to organise, retrieve and dispose of records	Level 4	8
Core	259457	Make records and/or information available to customers	Level 4	8
Core	110023	Present information in report format	Level 4	6
Core	242811	Prioritise time and work for self and team	Level 4	5
Core	259440	Store, preserve, and conserve records throughout their lifecycle	Level 4	10
Elective	242814	Identify and explain the core and support functions of an organisation	Level 3	6
Elective	242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 3	6
Elective	259439	Manage in-coming and outgoing mail	Level 3	4
Elective	13933	Plan, monitor and control an information system in a business environment	Level 3	3
Elective	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 4	6
Elective	242901	Apply the principles of good customer service to achieve public sector objectives	Level 4	6
Elective	119676	Apply the skills of customer care in a specific work environment	Level 4	4
Elective	114530	Control factors causing deterioration in heritage	Level 4	16
Elective	123413	Demonstrate historical knowledge and understanding of continuity and change over time in a specific context	Level 4	5
Elective	123414	Demonstrate knowledge and understanding of selected periods in history	Level 4	4
Elective	110000	Generate information and reports for internal and external use	Level 4	10
Elective	123411	Investigate historical events to explain phases and trends	Level 4	3
Elective	110009	Manage administration records	Level 4	4
Elective	252262	Resolve customer service problems	Level 4	5
Elective	242817	Solve problems, make decisions and implement solutions	Level 4	8

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate understanding of statutory and legislative requirements which impact on records management and archives

SAQA US ID	UNIT STANDARD TITLE		
259437	Demonstrate understanding of statutory and legislative requirements which impact on records management and archives		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Explain the legal prescripts that influence records and archives management activities.

SPECIFIC OUTCOME 2
Demonstrate an understanding of the impact of statutory requirements on records and archives management.

SPECIFIC OUTCOME 3
Demonstrate an understanding of the purpose and application of statutory requirements.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage in-coming and outgoing mail

SAQA US ID	UNIT STANDARD TITLE		
259439	Manage in-coming and outgoing mail		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	4

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Process incoming mail.

SPECIFIC OUTCOME 2
Process outgoing mail.

SPECIFIC OUTCOME 3
Explain the importance of the process followed in a mailroom in terms of creating the necessary evidence.

SPECIFIC OUTCOME 4
Maintain confidentiality of information in the mail system.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Elective	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Store, preserve, and conserve records throughout their lifecycle

SAQA US ID	UNIT STANDARD TITLE		
259440	Store, preserve, and conserve records throughout their lifecycle		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Explain factors that impact on the storage, preservation and conservation of records.

SPECIFIC OUTCOME 2
Implement preservation and conservation measures.

SPECIFIC OUTCOME 3
Store records to enhance accessibility, preservation and conservation.

SPECIFIC OUTCOME 4
Apply specialised techniques to minimise or eliminate damage or losses.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Arrange, describe and compile lists of records to make them accessible to users

SAQA US ID	UNIT STANDARD TITLE		
259441	Arrange, describe and compile lists of records to make them accessible to users		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	10

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Explain and interpret finding aids for records.

SPECIFIC OUTCOME 2
Prepare for the arrangement and listing of records.

SPECIFIC OUTCOME 3
Arrange records and compile a list as a finding aid.

SPECIFIC OUTCOME 4
Use list to retrieve and store records.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Conduct an information/records audit

SAQA US ID	*UNIT STANDARD TITLE*			
259442	Conduct an information/records audit			
ORIGINATOR		*PROVIDER*		
SGB Archives and Records Management				
FIELD		*SUBFIELD*		
4 - Communication Studies and Language		Communication Studies		
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*		*CREDITS*
Undefined	Regular	Level 4		8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of an information/records audit.

SPECIFIC OUTCOME 2
Outline the organisational structure and service.

SPECIFIC OUTCOME 3
Determine information/records management systems within an organisation.

SPECIFIC OUTCOME 4
Analyse records in the organisation.

SPECIFIC OUTCOME 5
Compile an audit report to meet organisational requirements.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Make records and/or information available to customers

SAQA US ID	UNIT STANDARD TITLE		
259457	Make records and/or information available to customers		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Search for records and/or information.

SPECIFIC OUTCOME 2
Apply knowledge of the separate locations where the records and archives are housed.

SPECIFIC OUTCOME 3
Demonstrate an understanding of processing a request for records/information.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Interpret classification systems in order to organise, retrieve and dispose of records

SAQA US ID	UNIT STANDARD TITLE		
259458	Interpret classification systems in order to organise, retrieve and dispose of records		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Define and explain classification systems.

SPECIFIC OUTCOME 2
Apply classification system(s).

SPECIFIC OUTCOME 3
Evaluate classification system(s).

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management

SAQA US ID	UNIT STANDARD TITLE		
259477	Demonstrate knowledge of concepts, terminology and ethics applicable to archives and records management		
ORIGINATOR		PROVIDER	
SGB Archives and Records Management			
FIELD		SUBFIELD	
4 - Communication Studies and Language		Communication Studies	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	4

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of the code of ethics for archives and records management.

SPECIFIC OUTCOME 2
Explain and define the concepts of records management.

SPECIFIC OUTCOME 3
Explain and define the key concepts of archival management.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	64069	Further Education and Training Certificate: Archives and Records Management	Level 4