MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 26-Nov-2026

Course Profile Document

ICT and Security Management

Electronic Records Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2643	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Advanced Records Management Training course is designed to stretch the thinking of those who have been in the records management industry for some time. We discuss advanced concepts in a workshop environment and test traditional thinking. This programme is not suited for new records managers or those just starting out in the industry. Delegates from the private and public sector will benefit from this programme. Staff members responsible for Information Governance in their organisations will benefit and be able to take back some of the concepts to expand on traditional records and archives thinking.

Course Outcomes

- Understand the implications of new legisation on records management and guide the organisation to becoming compliant
- Create a strategic plan for a records improvement process
- Align the records management programme to the corporate goals and objectives
- Provide input into the the Entrprise Content Management initiatives of the organisation.
- Prepare the organisation for Information Governance, beyond IT Governance
- Assist the organisation in balancing the needs for Privacy versus Accessibility of records
- Lead the process for managing social media as records where appropriate.
- Make informed decisions as to whether the "Cloud" is a suitable repository for organisational records
- Look beyond traditional "File Plan" thinking and start developing value-based records classification schemes
- Inform the organisation of the pros and cons of Sharepoint as a records management system.

Course Outline / Curriculum

Current legislative impacts on records management

- The Protection of Personal Information Bill
- King III and the implications for records management
- The New Companies Act

Strategic Planning and Management for Records and Archive Services

- Identify the Corporate Drivers facing the organisation
- Determine the key management issues facing document and records management
- Conducting an audit/maturity assessment
- Creating a roadmap based on the audit findings
- Implement a Records Management programme
- Create a change and communications management plan

Beyond basic Electronic Records – critical issues to consider

- Long-term preservation
- Metadata
- File naming
- File formats
- Storage facilities and procedures
- Digital media
- Evaluation of records management systems
- Digital imaging
- E-mail management
- Web content management
- Electronic and advanced electronic signatures

Information Governance (Beyond Records management, Risk and Security)

- Information Governance and Generally Accepted Recordkeeping Principles (GARP)
- Records management in relation to other enterprise initiatives
- Conversion of paper documents and records to electronic files
- Records Management
- Content / Knowledge Management
- Collaboration / Work-flow engines
- Version control o Electronic forms management

Transparency and Records Management

- Transparency implications for records and information management

Records Management as a tool for establishing transparency and accountability

- Records Management maturity levels

Managing Social Media Records

- Introduction
- Understanding Social Media
- Social Media as a record.
- Retention of Social Media communications
- Social media as a records management tool
- Managing Social media records using GARP principles

Managing Documents & Records in the Cloud

- Understanding “The Cloud”
- Different “Cloud” and deployment models
- Advantages and disadvantages of cloud storage
- Discussing the implications for records management
- Determining whether the cloud is right for your organisations records
- Key action steps

Business Classification Schemes

- What is a business classification scheme
- Integrating paper, electronic and e-mail classification schemes
- Extended file plan and metadata models
- Naming Conventions

Target Audience

- Records Managers
- Information Governance professionals
- Departmental managers responsible for Records Management
- IT staff responsible for records management
- Representatives from National and Provincial Archives
- Representatives from watchdog organisations responsible for Industry Governance

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templatesand methods they canapply immediately atwork.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Electronic Records Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____