

2021



**RATOMAC TRADING CONSULTANTS**

*Be Professionally Equipped*

# Mastering Data & Records Management 2 Day Course 9 July 2021



SAQA ID – 110009 NQF LEVEL: 4, CREDITS: 4



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## Introduction

Keeping records, although often considered to be a tedious task, is of the utmost importance in literally keeping things on track. It's only when one is under pressure to find information that has not been properly updated or kept in the right place or has been misfiled in a nebulous system that the importance of keeping administrative records becomes painfully evident and really hits home in a big way.

The material covered in this course will help you to maintain systems that will enable you to control and manage all types of confidential information and administrative records. You will also learn how to install and maintain an efficient and effective system for the ordering and distribution of office stationery.

## Programme Outcomes

- Control and deal with confidential information and documents.
- Control and evaluate ordering and distribution of office stationery.
- Implement control measures with individuals.
- Identify and solve problems related to co-ordination and maintenance of effective procedures and processes.
- Effectively work with others when controlling confidential information.
- Effectively work with others when maintaining stationery stock.
- Collect, analyse, organize and critically evaluate information pertaining to the smooth running of an office.
- Effectively communicate with individuals while co-ordinating and maintaining effective procedures and processes.



ACCREDITED



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## Course Outline

- Understanding the nature of confidential information.
- Understanding the systems and procedures for dealing with confidential information.
- Securing documents in an appropriate manner.
- Securing documents within an appropriate timeframe.
- Securing documents and information without compromising any relevant stakeholder.
- Appropriate methods for the ordering and distribution of office stationery.
  - Implementing a plan to effectively control office stationery policies, procedures and strategies.
- Developing plans to monitor, maintain and improve stationery stock levels in terms of organizational requirements.
- Implementing control measures with individuals to ensure smooth running systems.
- Producing accurate reports that reflect stationery movements for a given period of time.

# BUSINESS AND REPORT WRITING SKILLS PROGRAM

	ID	UNIT STANDARD TITLE	NEW LEVEL	CREDITS	DURATION
Fundamental	110009	Manage administration records	NQF 4	04	1 Days

## Target Audience

**Target Audience:** This Course is aimed at those individuals who wish to improve their office administration skills

**Programme level:** The level of the Programme is at NQF Level 03

**Minimum Qualifying Criteria:** Communication at NQF Level 3, Computer Literacy and Mathematical Literacy at NQF level 3

## Duration

**Programme Duration:** Between one (1) and two (2) Days | between one (1) and (2) Days –POE Based.

**Pre-Assessment:** Pre-assessment of proposed learners is undertaken to identify current qualifications and experience.

**Contact Training Sessions:** Between three (1) and Five (2) Days for comprehensive training.

## Qualification Alignment

**Qualification:** SAQA ID 57712– Further Education and Training

Certificate: Generic Management (NQF 4): ACCREDITED



## Training Methodology

The Programme is facilitated by competent subject matter specialist/s, which utilizes the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos/DVDs; and Formative Assessments.

To facilitate this process, we offer: {between three (1) and 2 Days – POE Based}

- **Coaching Support:** The Ratomac appointed assessor and project coordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.
- **Credits:** Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification **57712– Further Education and Training Certificate: Generic Management (NQF 4): ACCREDITED**

**COURSE FEES – R3 200.00 PER PERSON (1 PERSON)**

### Contact Us

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