SECTION A:	QUALIFICATION DETAILS			

QUALIFICATION DEVELOPER	University of Botswana		

TITLE	Masters in Archives and Records Management	NCQF LEVEL	9
FIELD	Humanities and Social Sciences	SUB-FIELD	Archives and Records Management	CREDIT VALUE	240

New Qualification		✓	Review of Existing Qualification	

SUB-FRAMEWORK	General Education		TVET		Higher Education	✓

QUALIFICATION TYPE	Certificate	I		II		III		IV		V		Diploma		Bachelor	
	Bachelor Honours		Post Graduate Certificate			Post Graduate Diploma	
	Masters			✓	Doctorate/ PhD	

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

The need for Master in archives and Records Management (MARM) qualifications dictated by the quest to prepare professionals who are capable of effectively managing archives and records in organizations both public and private. The effective management of records and archives is critical to achieving efficiency and economy in the management of organizations as well as in ensuring that organizations remain transparent and accountable in all aspects of their activities. Further, good recordkeeping provides mechanisms for the protection of organizational rights and entitlements and is a good anti-corruption weapon.

Proper recordkeeping ensures that the corporate memory of the organization is preserved and guarantees business continuity even in times of disasters. Above all, the management and utilization of information both paper and electronic is a component of the 4th Industrial Revolution. In addition, MARM is motivated by a variety of factors including labour market needs in Botswana, international trends in the education and training of information professionals, Government of Botswana national priorities (e.g., National Human Resource Development Strategy 2009-2022, and the Botswana Education and Training Sector Strategic Plan 2015 – 2020, Maitlamo, and Vision 2036), and the University of Botswana's strategic priorities. The three documents that act as future drivers of education in Botswana include: UNESCO's (2013) Global Action Program on Education for Sustainable Development; the Education and Training Strategic Sector Plan (ETSSP) 2015-2020 (Republic of Botswana, 2015b); and the draft National Curriculum and

Assessment Framework (NCAF) (Republic of Botswana, 2015a). These documents seek to turn around the low quality of learning in schools and, therefore, they inform the MARM qualification.

Additionally, the MARM qualification has been designed with a view to enable graduates of the qualification to effectively contribute to the achievement of Sustainable Development Goals especially Goal No. 16 which seeks to promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

PURPOSE:

The purpose of this qualification is to produce graduates with advanced knowledge, skills and competences of Archives and Records Management and ability to:

- Manage archives and records in organisations in accordance with established standards and legislative framework.
- Promote organisational rights and entitlements through accurate records.
- Preserve organisations corporate memory through archives and records management to ensure business continuity.

ENTRY REQUIREMENTS (including access and inclusion)

The minimum entry requirements is Bachelor's degree (NCQF level 7)

Recognition of Prior Leaning (RPL) and Credit Accumulation and Transfer (CAT) will be considered for access and inclusion.

SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	*ASSESSMENT CRITERIA*
Learning outcome 1 Demonstrate advanced knowledge in the theory and Practice of Records Management.	1.1 Utilize different theoretical frameworks and models for managing and records. 1.2 Apply the relevant record keeping legislative requirements to the management of records 1.3 Conduct records management audits/surveys and formulate strategies for enhancing records and archives management programmes using acceptable tools such as ARMA Information Governance maturity Models or ISO 15489 Records Management Standard. 1.4 Design records management programmes that conform to ISO 15489 Records and Information Management Standard and other records management standards 1.5 Design and implement records management control tools such as: file classification schemes, records retention and disposal schedules, records management policies and procedures of mail and files management. 1.6 Undertake appraisal of records using different approaches such as Macro and micro appraisal theories, sampling procedures and application records retention and disposal schedules,
Learning outcome 2 Apply Information Communication Technologies to the manage and preserve records and archives	2.1 Access records in an archival repository including recording of sufficient metadata and preparation of donor transfer agreements

using modes such as The Open Archival Information System (OAIS) reference model	2.2 Organize records using the principle of Provenance and original order. 2.3 Compile different types of finding aids (retrieval tools) using ISAD(G): General International Standard Archival. Description Standard and other archival descriptive standards 2.4 Administer access to archival materials based on the International Council on Archives Principles on Access (2012)
Learning outcome 3 Demonstrate advanced knowledge in Preservation and Conservation of archives and library materials	1.1 Carry out Preservation Needs Assessment survey in an archives, records and library 1.2 Develop preventive preservation measures in the management of records and archives including sound and photographic collections, while adhering to the preservation code of ethics 1.3 Design Disaster Preparedness Plan for records including and Vital Records Protection Programmes
Learning outcome 4 Demonstrate advanced knowledge and impact of the ICTs in the management of archives and records management	4.1 Develop and implement a strategy for the preservation of digital records including the formulation of Statement of User Requirements (SOUR) 4.2 Perform a business and records analysis to determine risks associated with management of electronic records. 4.3 Prepare a business case for procurement of an EDRMS

	4.4 Prepare a Statement of User Requirements in preparation for introduction of an Electronic Document and Records Management System
	4.5 Demonstrate high level of mastery of ICT skills in the procurement and implementation of EDRMS.
	4.6 Manage electronic records and archives
Learning outcome 5 Demonstrate advanced knowledge in digital preservation	5.1 Digitize records in paper formats and uploads into the electronic document and records management systems.
	5.2 Manage born digital records for organizations
	5.3 Address cyber security issues in records management
	5.4 Apply theories and models of digital preservation in the management of digital records
	5.5 Utilize different digital preservation strategies employed by organization keeping digital records
	5.6 Demonstrate strategic leadership in addressing challenges of preserving digital records

SECTION C	QUALIFICATION STRUCTURE				
FUNDAMENTAL COMPONENT *Subjects/ Courses/ Modules/Units*	**TITLE**	**Credits Per Relevant NCQF Level**			**Total** **(Per** *Subject/ Course/ Module/ Units)*
		Level [ ]	*Level [ ]*	*Level [9]*	
CORE *Courses*	Theory and Practice of Records Management	9		*16*	
	Theory and Practice of Archives Management	9		*16*	
	Advanced course in Preservation and Conservation	9		*16*	
	Electronic Records Management	9		*16*	
	Digital Preservation	9		*16*	
	Archival Public Services, Systems and the Profession	9		*16*	
	Practical Attachment	9		*16*	
	Research Methods	9		*26*	
	Dissertation	9		*70*	
ELECTIVE OPTIONAL Courses	Legal Aspects of Information	9		16	
	Web Design and Multi-media	9		16	
	Foundations of the Information Profession	9		16	
	Information Storage and Retrieval	9		16	

	Information Needs Sources and Services	9		16	
	General Management of Information Services	9		16	
	Information Management for Information Professionals	9		16	

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	

NCQF Level	Credit Value
9	**240**
TOTAL CREDITS	**240**

Rules of Combination:
(Please Indicate combinations for the different constituent components of the qualification)

Fundamentals   Level 9   0
Core   Level 9   208
Electives   Level 9   32 Credits (Leaners choose 2 electives)
Total   240 credits

ASSESSMENT ARRANGEMENTS

Formative: 50%

Summative: 50%

The assessment must be conducted by suitably qualified person(s) in the field of Archives and Records Management.

MODERATION ARRANGEMENTS

There shall be and internal and external moderation as a quality assurance measure.

The moderation must be conducted by suitably qualified person(s) in the field of Archives and Records Management.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award of this qualification.

RPL and CAT will be applied according to each individual institution RPL and CAT policies, in line with national policies

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Progression (NCQF 9).

- Masters in Library and Information Studies,
- Masters in Information and Knowledge Management

Vertical Progression(NCQF 10).

- Doctor of Philosophy in Library and Information Studies
- Doctor of Philosophy in Knowledge Management
- Doctor of Philosophy in Archival Studies.
- Doctor of Philosophy in Information Science

Employment pathways

- Records Managers
- Archivists
- Chief Information Officers
- Information and Knowledge Managers

- Records and Information managers

- Digital Archivists

- Electronic Records Managers

- Audio-visual Archivists

- Conservators

- Archives Curators & Advisors

- Digital Data Curators

- E-discovery Advisors

- Records and Programme Officers

- Record / Preservation Designer

- Records Analysts

QUALIFICATION AWARD AND CERTIFICATION

To be awarded the Master's in Archives and Records Management, a student must be credited with at least 240 credits and satisfy the rules of combination stated above.

REGIONAL AND INTERNATIONAL COMPARABILITY

Regional

    (a) University of Ghana Master's in Information Studies (Archives and Records Management) which is worth 48 credits and provides students with a broad foundation in areas of information organization, professional foundations, research, policy and management

    (b) Moi University's Master's in Information Sciences (Archives and Records Management) which is worth 48 credits and provides students with a broad foundation in areas of Record Keeping and Governance, Record Keeping Metadata Standards and Taxonomies, records management in public and private sector organizations with specialization in the management of Health , finance, legal records

Other qualifications offered in countries such as Zimbabwe, South Africa and Nigeria generally emphasize the development of competencies in research, management and the use of modern technological devices across the discipline.

International

    (a) University of British Colombia, Canada Masters of Archives and Records Management which is worth 48 credits and prepares students to manage records and archives within hybrid record

keeping systems while paying particular attention to the nature of records and archives, records and archival systems, selection of records and their acquisition in archives, intellectual control of records and archives and provision of access, records, archives and the law, ethical and professional responsibilities, history of record-keeping and archive as well as digital preservation.

(b) University College London's Master in Archives and Records Management whose focus is on concepts and contexts of records, records creation and capture, creation and stewardship, record keeping, access and use of archives and records, collections care, digital resources in the Humanities, Information Governance, Manuscripts studies, reading and interpretation of archives, database systems and design and Oral History.

(c) University of Strathclye's Masters of Science in Library and Information Science which include offering in strategic planning in information management and equipping of candidates in digital skills around preservation and access to information objects, incorporating skills such as web design, and digital imaging, as well as information retrieval systems.

Although the qualifications examined generally follow similar structures and standards, there are significant differences in the credits allocated to mandatory courses, duration of experiential learning and the length of the research project or dissertation. This qualification generally compares well with all the qualifications studied since the exit outcomes cover similar scope and depth and are aligned to exit-level descriptors typical of this level and type of qualification as done within the region and beyond.

REVIEW PERIOD

The Masters in Archives and Records Management (MARM)qualification will be reviewed every 5 years in line with the NCQF