

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER	BA ISAGO University						
TITLE	Master of Science in Records and Archives Management				NCQF LEVEL	9	
FIELD	Business, Commerce and Management Studies		SUB-FIELD		Records and Archives Management		
New qualification	✓		Review of existing qualification				
SUB-FRAMEWORK	General Education			TVET		Higher Education	✓
QUALIFICATION TYPE	Certificate			Diploma		Bachelor	
	Bachelor Honours			Master	✓	Doctor	
CREDIT VALUE	245						
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>RATIONALE</p> <p>Proper records management is significant to both public and private sector organisations in the realisation and achievement of goals such as the rule of law, accountability, management of state resources, and protection of entitlements of its citizens as well as enhancing foreign relations (Kemoni, Ngulube and Stilwell 2007). Kalusopa (2009) carried out a baseline study on the state of digital heritage material preservation in Botswana. The findings revealed “weak policy formulation on digitization both at the institutional and national levels; weak legislative framework for digital preservation; ill-defined national digitisation co-ordination for digitisation activities at institutional, national and regional levels; lack of awareness about the potential of digital preservation by national heritage institutions; a dearth of human resources for digitization; and lack of common standards on digital heritage materials preservation in Botswana.” Speaking at a recent Records Management and Archives Administration conference Assistant Minister of Youth Empowerment, Sports and Culture (MYESC) Phillip Makgalemele contended that “Records are an important and a powerful tool in attaining good governance therefore should be taken into consideration all the time. He said the importance of records management cannot be overemphasised since on a daily basis, records facilitate daily operations and decision-making. He urged records management stakeholders to partner as the theme of the workshop - ‘Strengthening Strategic Partnerships: Records Management, key to good governance and attainment of vision 2036’ (Shone, 2019</p>							

in Botswana Guardian, 12 February 2019).” Speaking at the same workshop, the keynote speaker Professor Patrick Ngulube from UNISA–South Africa asserted that better service delivery always begins with better records management practices. Professor Ngulube further asserted that it is important for record management service providers to partner with universities and governments to enhance the ethics and values since Africa should be built on sound values.

PURPOSE

The purpose of this qualification is to:

- give candidates the theoretical knowledge and practical skills to ethically manage records and archives in a variety of formats, including hard copy and digital formats.
- enable candidates to manage, organize, interpret and provide access to a wide range of records and archives, focusing on both the management of records for ongoing purposes, and their selection, preservation and accessibility for future uses including historical research.

ENTRY REQUIREMENTS (including access and inclusion)

- i. Candidates must have at least NCQF Level 7, Bachelor’s Degree in Records and Archives Management, Records Management; Archival Science; Information Studies; History or Heritage Studies or equivalent from a recognised institution.

OR
- ii. Applicants who do not meet the requirements above may be considered through RPL and CAT policies for access and inclusion as per BQA/ national policy.

QUALIFICATION SPECIFICATION		SECTION
B		
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
1. Apply fundamental management theories and principles to the administration of records and archives management in organizations	1.1 Investigate the nature of information and how information is created, organised, distributed and used in the records and archives sectors 1.2 Assess functions of records, archives and information within organisations 1.3 Distinguish records from non-record materials and personal papers. 1.4 Examine the long-term use and potential permanent value of records. 1.5 Evaluate the key principles and methods for records preservation 1.6 Propose appropriate principles/processes for effective management of archives and records in any organisation. 1.7 Analyze current problems and issues in record keeping and archive administration using a critical and reflective approach	
2. Develop records management policies, procedures and standards guidelines to classify, store, secure and destroy or preserve records.	2.1 Determine the recordkeeping requirements, for paper and electronic records that ensure adequate and proper documentation of business operations. 2.2 Solve challenges associated with recordkeeping requirements in electronic documents or records management systems 2.3 Interpret organizational records and their use in supporting business processes 2.4 Propose procedures for consolidating obsolete and/or duplicate records or documents and their disposal	

	<p>2.5 Create records retention and disposal schedules and instructions, to ensure consistency in the retention and disposal of records.</p> <p>2.6 Monitor the implementation of retention and disposal schedules.</p> <p>2.7 Implement correct records retention and disposition procedures for manual and electronic records</p> <p>2.8 Measure the effectiveness of records management policies, procedures and standards</p> <p>2.9 Coordinate records management reviews, audits and self-assessment activities in</p>
<p>3. Design an effective manual and electronic records management system in line with administrative, legal and financial requirements of an organisation.</p>	<p>3.1 Assess the legal requirements and ethical principles involved in records management</p> <p>3.2 Identify the most appropriate records management resources</p> <p>3.3 Benchmark on regional and international records management best practices.</p> <p>3.4 Develop filing systems, business classification schemes and undertake records surveys.</p> <p>3.5 Implement records management systems to optimize access and availability of information relating to business activities.</p> <p>3.6 Provide a policy framework to guide staff in the management of their records.</p> <p>3.7 Standardize information sources throughout the organization.</p> <p>3.8 Manage the changeover from paper to electronic records management systems</p> <p>3.9 Monitor the management of electronic and/or paper-based information;</p>

<p>4. Recommend the adoption of emerging technologies and software's for managing and securing electronic document and records.</p>	<p>4.1 Appraise current information technologies and best practices relating to records preservation and security.</p> <p>4.2 Select appropriate applications and systems for specific information service needs</p> <p>4.3 Develop strategies for managing electronic records</p> <p>4.4 Evaluate electronic document management systems and data storage design.</p> <p>4.5 Assess the impact of emerging technologies on the work of the records management and archives professional</p> <p>4.6 Develop management processes to address the challenges posed by electronic records.</p>
<p>5. Conduct research to contribute meaningfully to the development of records and archives management profession</p>	<p>5.1 Identify a research topic and formulate it into a specific research problem</p> <p>5.2 Formulate research questions to guide the research project and assist in the construction of a logical argument</p> <p>5.3 Construct hypothesis to discriminate between alternative explanations for events or patterns</p> <p>5.4 Design a theoretical framework or empirical model for the study</p> <p>5.5 Compile literature review based on secondary data</p> <p>5.6 Select appropriate research methodologies for different research studies</p> <p>5.7 Carryout data analysis and interpretation of results using statistical and/or mathematical modelling software</p> <p>5.8 Synthesize and disseminate research findings</p>

QUALIFICATION STRUCTURE			
SECTION C			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Research Methods in Records and Archives Management	8	15
	Project Management in Records and Archives Management	8	15
CORE COMPONENT Subjects / Units / Modules /Courses	Advanced Archives Management	9	15
	Information Policy & Governance	9	15
	Advance Records Management	9	15
	Advanced Information and Communication Technologies in Records and Archives Management	9	15
	Dissertation	9	80
	Process modelling in Information Management	9	15
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	Set 1 (select 2 electives)		
	Management of Financial Records	9	15
	Management of Personnel Records	9	15
	Management of Health Records	9	15
	Management of Legal Records	9	15
	Management of Local Government Records	9	15
	Set 2 (select 2 electives)		
	Indigenous Knowledge Systems	9	15
	Knowledge Management	9	15
	Advanced Conservation and Preservation Management	9	15
	Management of Audio-visual Records	9	15
Rules of combinations, Credit distribution (where applicable):			
Level 8 credits = 30			
Level 9 credits = 215			
Total Credits = 245			

The credit distribution of this qualification is made up of 30 credits from the fundamental component, 155 credits from the core component and 60 credits from the elective component where students have to choose 4 modules.

ASSESSMENTS AND MODERATION ARRANGEMENTS

Assessment

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria as stipulated for the qualification.

i. Formative assessment

The weighting of formative assessment is 40% of the final assessment mark.

ii. Summative assessment

- Final examinations

The weighting of summative assessment is 60% of the final assessment mark.

Moderation

Internal and external moderators to be engaged will be BQA accredited subject specialists in relevant fields with relevant industry experience and academic qualifications.

Both internal and external moderation shall be done in accordance with applicable policies and regulations.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification in accordance with institutional Policies in line with the National RPL Policy.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Horizontal Articulation:

- Master of Library and Information Science (NCQF Level 9)
- Master of Archives and Records Administration (NCQF Level 9)
- Master of Arts in Records Management (NCQF Level 9)

Diagonal Articulation:

- Master of Arts History or Heritage Studies (NCQF Level 9)
- Master of Science Archival Science (NCQF Level 9)

- Master of Science Information Studies (NCQF Level 9)
- Master of Science in Informatics (NCQF Level 9)

Vertical Articulation

- Doctor of Philosophy Library and Information Science (NCQF Level 10)
- Doctor of Philosophy in Archives and Records Administration (NCQF Level 10)

Employment Pathways

- Archival Consultant
- City Archivist
- Conservator
- Digital Information Archivist
- Digitization Manager
- Media Archivist
- Photo Archivist
- Privacy Officer
- University Archivist
- Content Manager
- Corporate Records Officer
- Data Analyst
- Documentation Specialist
- Electronic Document Management Coordinator
- Information Analyst
- Information Resource Specialist
- Records Analyst

QUALIFICATION AWARD AND CERTIFICATION

- i. Candidates meeting the prescribed requirements will be awarded the qualification in accordance with the qualification composition rules and applicable policies. To be eligible for the award, candidates must have successfully completed all Fundamental, core and elective modules. **The Master of Science degree in Records and Archive Management** will be awarded to candidates who have obtained a minimum of 240 credits.

REGIONAL AND INTERNATIONAL COMPARABILITY
<p>The qualification was benchmarked regionally and internationally with the following:</p> <ol style="list-style-type: none"> 1. MA Archives and Records Management – University College Dublin (Ireland) 2. MA Archives and Records Management – University College London (UK) 3. MSc. Records & Archives Management – Moi University (Kenya) <p>The proposed qualification compares well with the benchmarked qualifications as all the qualifications' minimum entry requirements is undergraduate degree (NCQF Level 7). All the qualifications have dissertation aspect and are structured through some taught modules and a research project. The proposed qualification is more similar to the Moi University qualification in terms of structure. The two qualifications have similar domains such as archives and records management, information and communication, research methods, project management and management of financial records. All the qualifications do not provide for work placement except for University College of London's qualification which provides for work placement of 2 weeks. There are also some notable differences in the qualifications. While the proposed qualification bears 245 credits, University College of Dublin's qualification bears 90 credits and University College of London and Moi University qualifications carries 180 and 55 credits respectively. The proposed qualification and the Moi University qualification runs for 2 years on full time basis while the qualifications for University College of Dublin and the University College of London run for 1 year on full time basis and 2 years on part time basis. Additionally the proposed qualification and the qualification from Moi University use examinations as one of their assessment strategies in addition to other assessment strategies that are similar across all 4 qualifications which include assignments, projects and essays.</p>
REVIEW PERIOD
<p>This qualification will be reviewed after 5 years upon registration.</p>