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SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)		ABM University College											
TITLE	Certificate V in Records and Archives Studies										NCQF LEVEL	5	
FIELD	Humanities and Social Sciences			SUB-FIELD	Records and Archives Studies					CREDIT VALUE	132		
New Qualification					<input checked="" type="checkbox"/>		Review of Existing Qualification						
SUB-FRAMEWORK		General Education			<input type="checkbox"/>		TVET			<input checked="" type="checkbox"/>		Higher Education	
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	<input checked="" type="checkbox"/>	Diploma	Bachelor				
	Bachelor Honours			Post Graduate Certificate					Post Graduate Diploma				
	Masters					Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION													
<p>RATIONALE:</p> <p>The management of records in any organization including, government agencies, private organizations, non-profit groups, educational institutions, and medical facilities just to name a few must deal with the challenge of the enormous amounts of records created or generated daily regardless of the format for easy retrieval. Records are the most reliable source of information across all the spectrum of the workplace for the business transactions. They eventually become the corporate memories of organizations to assist decision makers to make strategic and informed decisions in the corporate world. This qualification, therefore, becomes vital to address the information needs of the business and for ensuring that there are enough qualified personnel in the</p>													

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country to effectively manage registries and records offices in organizations, without which the memory of these corporate

According to the Human Resource Development Council Report of 2019 conducted at development skills and career clinics 2019, page 65, key skills needed in 21st century for the public sector, has identified the use of critical thinking through the use of information literacy as one of the top on demand, professional skills in the current market. Information management therefore is a key component in driving the information age and knowledge-based economy.


According to the *Botswana National Archives and Records Services Annual Report 2008/9 pg. 57*, the department conducted a nation-wide records management survey across the country to establish the status of the profession and has pointed out that one of the challenges facing both private and public records management regimes in Botswana is limited knowledge and skills of how to effectively manage organizational records as a resource for competitive intelligence. The results of the survey conducted by the same report shows that clearly that records management key results areas and standards are not practiced adequately across the spectrum of business domain due to lack of trained enough personnel.

In addition, the *World Bank through International Monetary Fund (IMF)* has also reiterated the importance of having a good track record of economic performance and accountability of governing institutions, as a prerequisite to loans guarantee. (*Enhancing the World Bank's Operational Policy Framework on Guarantee, Pg 38 and 913*). *The IMF has clearly stipulated record keeping as a pre-requisite to good corporate governance-accountability and transparency in private and public institutions.*

PURPOSE:

The purpose of the qualification is to produce graduates who have broad technical knowledge, skills, and competences to:

- Monitor and have effective control of the movement of records.
- Manage and preserve records.
- Digitalize records and archive electronic files.


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- Use records management software and technologies.
- Implement the best practices and tools for record management.
- Practice the various records management standards.


ENTRY REQUIREMENTS (including access and inclusion)

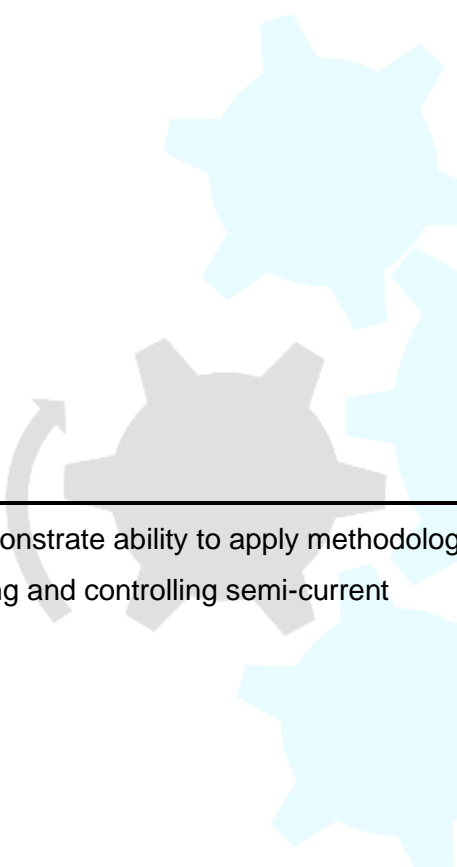
Minimum entry requirements:


- Certificate IV NCQF Level 4BGCSE or equivalent.
- There will be access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with the RPL and CAT National Policies.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>LO 1. Articulate the fundamentals and principles of managing records.</p> 	<p>1.1 Interpret the principles of archives and records management.</p> <p>1.2 Identify the qualities and attributes of good, recorded information.</p> <p>1.3 Ascertain the importance and value of records in an organization.</p> <p>1.4 Interpret the inter-face between records management and information management.</p> <p>1.5 Implement the key elements of a good record keeping system.</p>
<p>LO 2. Demonstrate ability to implement the key elements of an effective records management program.</p>	<p>2.1 Identify conducive physical storage environments and conditions for records storage.</p> <p>2.2 Interpret the basic policies and procedures of records management in an organization.</p> <p>2.3 Implement the filing classification systems for referencing complex information.</p> <p>2.4 Integrate the major elements of a records management program in organizational strategic planning.</p>
<p>LO 3. Operationalize the fundamental rules and procedures of managing current records in an organization.</p>	<p>3.1 Use the principles of developing filing systems.</p>

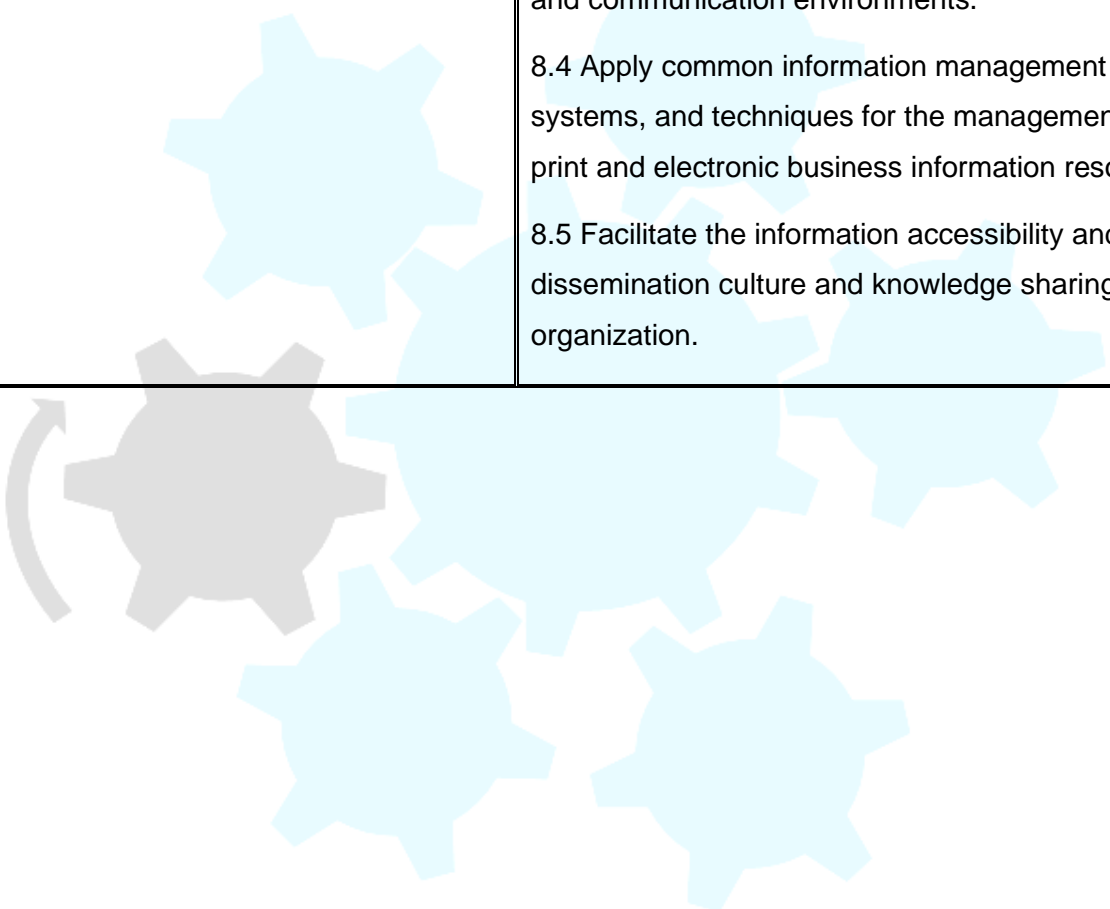
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		<p>3.2 Establish the introduction of records management control tools and techniques for processing information in an organization.</p> <p>3.3 Interpret best-practice procedures for records creation, maintenance, and use of records.</p> <p>3.4 Undertake records measures to regulate the records creation and records retention to stabilize the growth of records.</p> <p>3.5 Identify and facilitate the proper retention and disposal of records.</p>
	LO 4. Demonstrate ability to apply methodologies of managing and controlling semi-current records.	<p>4.1 Organize processes of managing semi-current records.</p> <p>4.2 Interpret the intermediate role of a record Centre in the management of organizational records</p> <p>4.3 Facilitate the procedures for transferring records to the records centre.</p> <p>4.4 Interpret the methodologies of records appraisal.</p>
	LO 5. Implement the processes of managing and controlling archives.	<p>5.1 Integrate the process of archives management and archive administration systems.</p> <p>5.2 Articulate the principles of archival arrangement and description.</p> <p>5.3 Apply the tools of finding aids in a reference collection.</p> <p>5.4 Interpret the best practices of managing archives.</p> <p>5.5 Articulate the role of archives in a society</p>

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LO 6. Articulate the principles of conservation and preservation strategies.	<p>6.1 Apply the principles of conservation and preservation of records.</p> <p>6.2 Establish preventive measures of paper deterioration.</p> <p>6.3 Determine the different strategies for records and archival preservation.</p> <p>6.4 Conduct risk assessment strategy in an organization and integrate it in an organizational disaster planning strategy.</p>
LO 7. Demonstrate the capacity to adapt to the modern information and communication technological environment and methods.	<p>7.1 Facilitate the application of information and communication technology in the management of records.</p> <p>7.2 Identify opportunities and initiatives in ICT to improve efficiency in organizational communication.</p> <p>7.3 Participate and contribute to the decision making sound and informed judgments in information management system planning.</p> <p>7.4 Effective use of ICT for information retrieval and processing as well as dissemination and collaboration with others.</p> <p>7.5 Identify and articulate the critical components of an electronic recordkeeping system.</p>
3.8 Apply the methods and techniques of electronic records management systems in an organization.	<p>8.1 Process and distribute business information in a timely and accurate manner.</p> <p>8.2 Utilize the tool of managing the information needs of the business.</p>

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	8.3 Adapt to the trends of the ever-changing information and communication environments.
	8.4 Apply common information management tools, systems, and techniques for the management of both print and electronic business information resources.
	8.5 Facilitate the information accessibility and dissemination culture and knowledge sharing within an organization.

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [5]	Level []	Level []	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Computer Appreciation & Applications	12			12
	Communication & Study Skills	12			12
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Introduction to Records and Information Management	12			12
	Introduction to Managing Current Records	12			12
	Introduction to Managing Archives	12			12
	Introduction to Conservation and Preservation of Records	12			12
	Introduction to Knowledge Management	12			12

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	Introduction to Library and Information Science	12			12
	Introduction to Records Centre Management	12			12
	Introduction to Electronic Records Management	12			12
ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Entrepreneurship Development	12			12
	Introduction to Business	12			12

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
Level 5	132
TOTAL CREDITS	
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<p>The credit distribution of the Qualification certificate in records and archives studies is as follows:</p> <p>Fundamentals: 24 credits.</p> <p>Core Modules: 96 credits.</p> <p>Electives: 12 credits.</p>	

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ASSESSMENT ARRANGEMENTS

All assessments leading to the award of credits, or a qualification shall be based on learning outcomes and/or sub-outcomes. The qualification shall be assessed through a combination of both Continuous Assessment (Formative) and Final Examination (Summative).

Formative assessment will contribute 50% to the overall course grade. Summative assessment will constitute the other 50% of the overall course grade.

Assessment shall be carried out by BQA accredited Assessors.

MODERATION ARRANGEMENTS

The sole purpose of moderation is to make sure that assessment and marking across all courses is fair, valid and reliable. It also aligns the assessment tool to the outlined learning outcomes, that it is set at an appropriate level of study and that the process of marking is consistently done.

Internal Moderation and External moderation:

Moderation for assessment shall be carried out by BQA accredited moderators.

Assessment and moderation will be done in accordance with the institutional policies and in line with the national policy.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applicable for award of credits to contribute to the award of the qualification.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and Transfer (CAT) will be applicable for award of credits to contribute to the award of the qualification.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

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Horizontal Progression:

- Certificate V in library and information science.
- Certificate V information management.
- Certificate V in knowledge Management.

Vertical Progression:


- Diploma in Records and Archives Management.
- Diploma in Library and Information Science.
- Diploma in Information Management.
- Diploma in Knowledge Management.
- Diploma in Information Management Systems.
- Diploma in Computer Studies.
- Diploma in Data management.
- Diploma in Database Management.
- Diploma in Business Information Systems.

Employment Pathways:

Upon completion of this qualification graduates qualify to work in the following positions:

- Data Officers.
- Document Controllers.
- Document Management Officers.
- Information Officers.
- Knowledge Officers.
- Records Officers.
- Assistant Records Officers.
- Records Officers.
- Assistant Archiving Officers.

QUALIFICATION AWARD AND CERTIFICATION

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Qualification award:

- Graduates shall be awarded a upon obtaining a minimum of 132 credits and satisfying all rules of combination as stated above.

Certification:

- There will be issuance of Certificate V in Records and Archives Studies and an official transcript at Award.

REGIONAL AND INTERNATIONAL COMPARABILITY

Benchmarking has been done against qualifications offered by the following institutions within the region and beyond to appreciate the level and type of qualification available, in relation to graduate profiling, scope and depth of content, to ascertain regional and international comparability and articulation of the proposed qualification. The outcomes of this process are highlighted below.

Local level: Not available.

Regional level: University of South Africa- UNISA


International level: University of Liverpool/Northumbria-UK

This qualification compares well with the following:

I. Certificate in records management–University of UNISA

II. Certificate in Professional Studies- in Records and Information Management at Liverpool/Northumbria Universities Basically all the qualifications follow the same approach in terms of equipping candidates with the necessary basic skills and competencies in planning, implementing and managing records management programs services. However, they are notable variations in terms of duration and credit value. The proposed developer qualification is worth 120 credits and runs for 12 months, similarly the local institution also run parallels, while Liverpool/Northumbria University offers undergraduate programs as distance learning programs and graduate programs as full-time studies.

INFO-ENTREPRENEURSHIP MODELLING (the economics of information)

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The qualification however has adopted a unique path of combining the three strategies to maximize the exploitation of information as a value adding resource to the critical area of information management, and to produce candidates that are of hybrid information specialists or scientists who are well vest in the modern practices of corporate world, information technology and namely the business principles, infusion of information management systems and IT strategy to leverage on the strategic management of business information.

Above all, what makes the qualification unique from the three qualifications is the ability to infuse entrepreneurial skills and integrate ICT related courses in the qualification program, thus producing info-entrepreneurship model that will enable the ETP's to produce not only information managers, but entrepreneurship minded knowledge managers or specialists who are capable to gather and filtering specialized information and package it for specific business use driven by the ever evolving technological environment. This will increase and enhance the prospect of employment for knowledge based and information manager's employable candidates. The qualification has therefore infused the business principles to drive any candidates intending to pursue the business information management qualification that will shape the use of information as a business strategic resource for competitive advantage.

REVIEW PERIOD

Every five (5) years.