BQA NCQF QUALIFICATION TEMPLATE

SECTION A:	QUALIFICATION DETAILS				

QUALIFICATION DEVELOPER (S)	University of Botswana				
TITLE	Diploma in Archives and Records Management		NCQF LEVEL		6
STRANDS (where applicable)	N/A				
FIELD	Humanities and Social Sciences	SUB-FIELD	Archives and Records Management	CREDIT VALUE	240

New Qualification		√	Legacy 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:

Increasingly, the effective management of records is seen as a key strategic resource for decision making, good governance, transparency, accountability and the protection of rights and benefits. Good record keeping is also seen as an effective tool for fighting corruption and the preservation of the organization's corporate memory. However, maximum benefits from managing record can only be realized where the staff charged with this responsibility is trained and equipped with skills necessary for managing records throughout their life cycle. Hence, this document proposes the training of records managers archivists at the diploma level who will occupy middle level management positions in the public and private sector.

At the University of Botswana the Diploma in archives and Records management has been offered since 1997. The programme continues to attract a large number of students including students from Lesotho and Swaziland. The Diploma qualification in records and archives management is currently being developed in order to address emerging governance requirements of enhanced accountability arising from digital transformation, blockchain and artificial intelligence innovations. In addition, the qualification would contribute to the attainment of Vision 2036, Botswana's national aspirations

especially the achievement of a knowledge-based economy, decentralisation of services and the realisation of transparency and accountability. It will further contribute to fulfilment of the ideals of the Global Goals and 2030 Agenda for Sustainable Development in particular Goal 16: Peace Justice and Strong Institutions. A great part of information created or received in organizations today is contained in paper and electronic records which, unless properly classified and managed cannot be accessed and utilised. Access to timely and reliable information held in records and archives is a pre-requisite to effective decision making. Above all, the effective management of records and information ensures that organizational activities are conducted in a transparent and accountable manner, and that they remain reliable evidence of past activities and ensures the protection of rights and entitlements of the organizations and its employees. Consequently, effective management of records and information ensures that measures are put in place to secure vital information even in the event of calamities and disasters and also ensures that the preservation of the corporate memory of the organization. It is for this reason, that this programme on records and archives management has been redesigned in order prepare and equip graduates who can contribute towards the transition to a knowledge-based economy in Botswana.

Additionally, this programme has been designed as a harmonised foundation course for candidates who may later wish to pursue degree programmes in knowledge and information management with specializations in records and archives management, library and information studies as well as bachelor of information and Knowledge management.

PURPOSE: (itemise exit level outcomes)
The purpose of this qualification is to equip graduates with advanced technical knowledge and skills, and competence to:
1. Apply records and archives management theories and principles in the management of records and archives.
2. Control current records in an organization
3. Manage Semi- Current records in public and private sector organization.
4. Arrange and describe archives.
5. Provide reference services to archives.
6. Apply ICTs in the management and use of archives and records.
7. Preserve and restore archival materials.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Applicants shall have NCQF Level 4, Certificate IV, or equivalent.

Entry through recognition of prior learning (RPL) and CAT will be considered using national and institutional RPL policies.

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SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**

1. Apply records and archives management theories and principles in the management of records and archives.	**1.1** Understand the key theories of records and archives management 1.2 Apply the principles of provenance and original order in the arrangement and description of records and archive 1.3 Ability to apply records management standards in the management of records in a public or private sector organization
2. Control current records held in a public Records Management Unit or a in a business organization.	2.1 . Conduct records audits/ surveys 2.2 . Compile records audit reports 2.3 . Use organizational file classification scheme to file incoming mail both paper and electronic. 2.4 Open files using organizational file classification scheme. 2.5 Process outgoing mail 2.6 Forward incoming correspondence to Action Officers 2.7 . Maintain a Bring up Diary. 2.8 Track the movement of records in the organization. 2.9 Inspect file for completion of action. 2.10 Apply records security classification. 2.11 Put Away Files 2.12 Conduct regular file census. 2.13 Secure records in the Records management Unit *2.14* Scan correspondence received electronically and file in appropriate files. *2.15* Capture incoming correspondence received electronically into organizational record keeping system
3. Manage Semi-current (Closed) records in an in-house or off-site records storage facility.	3.1 Close files no longer required to support the current business of a public or private organization. 3.2 Apply records retention and disposal schedules to closed records in a public or private organization. List records for transfer to a records centre 3.3 Transfer semi-current records into an in-house or off-site records centre. 3.4 Monitor environmental conditions in the records centre. 3.5 Offer reference services to records held in the records centre. 3.6 Transfer records from the records centre to an archival facility 3.7 Process records selected for disposal/destruction.

	3.8 Maintain lists of records approved for disposal from an inhouse records centre or private organization
4. Arrange and describe archives selected for Permanent preservation in a national archival institution or Business organization.	4,1 Select records for permanent preservation in a public or business organization 4.2 Accession archives into a public archival or business archives repository 4.3 Maintain an accession register of collections held in the repository. 4.4 Keep a register of Private manuscripts and archives transferred to a public or business archival facility. 4.5 Arrange records according to the principles of provenance and original order 4.6 Describe archival materials according to archival descriptive standards. 4.7 Prepare handlists of archives collections held in the repository.
5. Provide reference services to archives held in a public archival institution or private organization.	5.1 Apply ICA Principles on access to archives 5.2 Comply with ICA Principles on Ethics 5.3 Conduct entry interview with all users 5.4 Assist users locate required records. 5.5 Make copies requested by users 5.6 Provide reference services in public search room. 5.7 Supervise users using the archives. 5.8 Enforce search room rules and regulations, 5.9 Provide reference/information services to remote users. 5.10 Retrieve files requested by researchers from the repository. 5.11 Return files to the repository after use. 5.12 Comply with donor access restrictions. 5.13 Undertake basic outreach/promotional programmes. 5.14 Comply with donor restrictions.
6. Apply ICTs in the management and use of archives and records created or received in an organization.	6.1 Capture records created or received in electronic format into organizational records keeping system. 6.2 Convert paper records into digital records. Maintain suitable environmental conditions for records born digital. 6.3. Provide access to records held in electronic systems. 6.4 Apply retention periods to records held in electronic system. 6.5 Implement records retention and disposition schedules to records held in organizational electronic systems

7. Preserve and restore archival materials held in a public archival facility or business archives unit.	7.1 Conduct preservation needs assessment surveys in a public or private organization.
	7.2 Carry out basic conservation and preservation measures to records held in a records management unit,
	7.3 Determine the causes of deterioration of library and archives materials in a public or private organization.
	7.4 Repair and restore damaged records.
	7.5 Monitor environmental conditions in records storage areas in a public or private organization.
	7.6 Design and implement a records management disaster preparedness plan in a public or private organization
	7.7 Organize Audio-visual records in a public or private sector organization.

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SECTION C	**QUALIFICATION STRUCTURE**			
COMPONENT	**TITLE**	**Credits Per Relevant NCQF Level**		**Total Credits**
		Level [5]	**Level [6]**	**Level [ ]**	
FUNDAMENTAL COMPONENT *Subjects/ Courses/ Modules/Units*	Communication and Study Skills 1	12			12
	Communication and Study Skills 2	12			12
	Computer and Information Skills 1	12			12
	Computer and Information Skills 2	12			12

CORE COMPONENT _Subjects/Courses/ Modules/Units_	Introduction to Records Management	12			12
	Introduction to Archives	12			12
	Access and Reference services	12			12
	Digital imaging		12		12
	Industrial Attachment		12		12
	Arrangement and Description		12		12
	Preservation of Information materials		12		12
	Introduction to Knowledge Management		12		12
	Knowledge Management Theory and Practice		12		12
	Knowledge Management systems		12		12
	Introduction to information science		12		12
	Introduction to Organizing Information		12		12
	Collection Development and Management		12		12
	Digital Libraries		12		12

	Library and Information System		12		12
	Data and Information Management		12		12

STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level [ ]	Level [ ]	Level [ ]	
1.	*N/A*				
	N/A				
2.	N/A				
Electives	Publishing and the book Trade		12		12
	Social Networking Issues for information Professionals		12		12

	Information Literacy		12		12

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	*Credit Value*
5	48
6	192
TOTAL CREDITS	240

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

Fundamentals	Level 5	48
Core	Level 6	144
Electives	Level 6	48 Credits (Learners choose 4 electives
Total		240 credits

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ASSESSMENT ARRANGEMENTS

Formative: 40%
Summative:60%

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

MODERATION ARRANGEMENTS

There shall be 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

Recognition of Prior Learning (RPL) will be applicable for consideration for award of this qualification.

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

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for award of this qualification.

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

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Progression (NCQF 6).

- Diploma in Library and Information Studies or
- Diploma in Information and Knowledge Management
- Diploma in information studies/science
- Diploma in Knowledge management

Vertical Progression (NCQ7).

- Bachelor of Information and Knowledge Management (Archives and Records Management
- Bachelor of Library and Information Studies

Employment Opportunities.
- Assistant Records Manager
- Assistant Archivist
- Assistant Information governance managers
- Assistant Chief Information Officers
- Assistant Information and Knowledge Managers
- Assistant Records and Information manager
- Assistant Digital archivist;
- Assistant Electronic records archivist;
- Assistant Audio-visual archivist;
- Assistant Conservator

- Assistant Archives curators & advisors
- Assistant Digital data curator
- Assistant E-discovery advisor
- Assistant Private & Information officer
- Assistant Records & Information managers
- Assistant Records and programme Officer
- Assistant Record / preservation Designer
- Assistant Records analyst
- Assistant Records Consultant
- Assistant Company/Corporate Archivist
- Assistant Content Manager

QUALIFICATION AWARD AND CERTIFICATION

To be awarded a Diploma in Archives and Records Management, a student must be credited with at least 240 credits and satisfy rules of combination stated in this qualification.

Candidates who have successfully completed the Diploma qualification are eligible for the award of a Diploma in Archives and Records Management

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification has been benchmarked with the following:
LOCAL

The Institute of Development Management. Diploma in Archives and Records Management earning 240 Credits. The course provide students with the requisite knowledge to set-up implement and maintain knowledge, records, archives and information management systems for organisations and support archivists and records managers in their professional duties.

REGIONAL

1. Gweru Polytechnic, Zimbabwe offers a National Diploma in Records Management and Information Science. The entry Requirement for this course is a full National Certificate in Records Management and Information Science. This is a 3 years course inclusive of a one year attachment period.
2. Sokoine University of Agriculture (SUA), a public University based in Morogoro Municipality Tanzania offers Diploma in Records, Archives and Information Management. The aim is to produce highly competent professionals in the fields of archives, records and information management. Admission for the Diploma in Records, Archive and Information Management requires One Principal Pass in one of the following subjects; A- level certificate, Mathematics, Physics, Biology, Chemistry, Science and Practice of Agriculture, Geography, Economics and Commerce, History, English, French and Kiswahili OR Certificate in Records Management/or other relevant disciplines with a minimum of 2nd Class and four passes at O-level certificate. Method of assessment, and other details not provided
3. University of South Africa has a Higher Certificate in Archives and Records Management which is presented using both online and distance learning modes. The modules provided include; Introducing Applied Information Science, Introducing Information Records and Sources, Introducing Archives and Records Management, Managing Records, Managing Archives, Preserving Records and Archives, Electronic Records Management, Practicing Workplace English, Ethical Information and Communication Technologies for Development

Solutions as well as Developing Information Skills for Lifelong Learning. The course earns 120 credits and requires approximately 6 to 8 hours per week for semester modules and 4 to 6 hours per week for year modules. Method of assessment, not indicated .

4.   Other Colleges Offering Diploma in Library and Records Management were found in Kenya at Beam International Training Centre Nairobi, Beam International Training Centre, Kisii branch, Kisii, East Africa Institute of Certified Studies, Nairobi, N.E.P Technical Training Institute, Garissa. All offers the course between one to one and half years. Method of assessment and other details not indicated .

INTERNATIONAL

The University of Malta offers a Diploma in Archives and Records Management which has both compulsory and elective study-units. In addition to the compulsory study-units, students are required to register for 4 ECTS credits from the list of elective study-units on offer during the year. The requirement for award of Diploma in Archive and Records Management is 240 ECTS credits. Method of assessment and other details not indicated .

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 Diploma in Archives and Records Management qualification will be reviewed every five years in line with the NCQF

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For Official Use Only:

CODE (ID)			
REGISTRATION STATUS	**BQA DECISION NO.**	**REGISTRATION START DATE**	**REGISTRATION END DATE**
LAST DATE FOR ENROLMENT		**LAST DATE FOR ACHIEVEMENT**	