

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS						
QUALIFICATION DEVELOPER (S)		University of Botswana				
TITLE	Certificate V in Archives and Records Management				NCQF LEVEL	5
STRANDS (where applicable)	1. 2. 3. 4.					
FIELD	Humanities and Social Sciences	SUB-FIELD	Social and Behavioural Sciences	CREDIT VALUE	124	
New Qualification			X	Legacy Qualification		
SUB-FRAMEWORK	General Education		TVET	X	Higher Education	

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

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

Records and archives are a major organizational asset comparable to other organizational resources such as finance, equipment and personnel. When managed well records and the information contained in them significantly contributes to the effective operation of the organization. Increasingly, the effective management of records is seen as a key strategic function for decision making, good governance, transparency, accountability and the protection of organizational rights and benefits. Good record keeping is also seen as an effective tool for fighting corruption and the maintenance of the organization's corporate memory. However, maximum benefits from managing records can only be realized when the staff charged with the responsibility of managing recorded information is trained and equipped with skills necessary for managing records throughout their life cycle. Hence, this document proposes the training of operational staff, records officers and assistant archives officers at the certificate level who will occupy junior level positions in the management of records and information in the organization

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The training of archivists and records managers particularly at the certificate level has focused on equipping learners with the basic requisite knowledge and skills necessary to meet the demands at national levels. Most countries consider it uneconomical to sponsor staff for training in archives and records management to foreign institutions. At the University of Botswana the certificate programmes in archives and records management have been going on since 1995 and now the programme is being revised to meet the current industry needs and demands in line with the National Vision 2036 and the Global Agenda 2030, both of which emphasizes on the need to build a Knowledge-based Economy. Above all the proposed Certificate V in Archives and Records Management qualification seeks to fill a critical role in Botswana's Labour market. In pursuit of this, the Botswana Education and Training Sector Strategic Plan (ETSSP 2015-2022) advocates for efforts to achieve a knowledge-based economy. The transition towards a knowledge-based society makes it mandatory that there be competent Information Management specialists at the lowest levels of the profession equipped with requisite skills to manage different information resources especially records created or received in paper or electronic formats.

PURPOSE: (itemise exit level outcomes)

The purpose of this qualification is to produce graduates with broad technical knowledge, skills and competence to:

- a) Carry-out operational tasks in the daily function of records management units, records centres, archives and other information resource centres
- b) Apply the basic principles, theory and practice in the field of archives and records management
- c) Demonstrate professional conduct and contribute towards building the knowledge based economy.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

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Entry requirements

The normal requirements for entrance to the Certificate V in Archives and Records Management shall be NCQF Level 4 or equivalent. All candidates for admission must have:

- a) NCQF Level 4 Certificate IV, or equivalent.
- b) Entry through recognition of prior learning (RPL) will be considered using national and institutional RPL policies.
- c) There is also provision for Credit Accumulation and Transfer (CAT) which will be done in line with the Institutional and national policy.

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SECTION B		QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
1. Apply knowledge and skills of the key concepts and principles of records and archives.		1.1 Apply the key terms and concepts in records and archives 1.2 Identify the characteristics of a record for archival processing 1.3 Assist in managing archives and records in line with the archival principles	

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<p>2. Utilise the archival legislation and regulatory framework and international records management standards and models to manage records and archives.</p>	<p>2.1 Use the archival legislation in managing records and archives.</p> <p>2.2 Apply international standards and models in managing records and archives in line with international standards and models</p> <p>2.3 Utilise the archival and regulatory framework in managing archives and records in line with the archival and regulatory framework</p>
<p>3. Process incoming and outgoing mail in accordance with the classification scheme and keep track of records/ movement of files</p>	<p>AC 3.1 Sort and register incoming and outgoing mail</p> <p>AC 3.2 Mark and distribute Issue files to Action Officers</p> <p>AC 3.3 Track the movement of files within the organization.</p> <p>AC 3.4 Retrieve records from storage areas</p>
<p>4. Prepare semi-current and non-current records for transfer to a records centre facility or an archives repository respectively</p>	<p>4.1 Carry out primary appraisal of semi-current records</p> <p>4.2 Apprise secondary appraisal of non-current records</p> <p>4.3 Arrange records according to their provenance</p>

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	4.4 List and box records for transfer to records centres
5. Dispose records in line with the retention and disposal schedule	<p>5.1 Arrange semi-current records for transfer to a records centre facility.</p> <p>5.2 List records identified as valueless for destruction.</p> <p>5.3 Destroy valueless records in line with the Act and Policy, in an environmentally friendly manner</p>
6. Perform search room duties in public or institutional archives reading/search room	<p>6.1 Apply search room rules and regulations.</p> <p>6.2 Conduct entry interviews</p> <p>6.3 Retrieve records from the repository requested by the users</p> <p>6.4 Return records to the repository after use by users</p> <p>6.5 Supervise the usage of archives in a public reading/search room</p> <p>6. 6 Maintain records on usage of archives in the reading rooms</p>
7. Protect records held in the Records Management Unit, records centres and archival repositories	<p>7.1 Identify the causes of deterioration of records and archives</p> <p>7.2 Monitor environmental and climatic conditions for records management units, records centres and archival repositories</p>

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	<p>7.3 Record daily temperature and relative humidity</p> <p>7.4 Ensure proper handling of records and archives</p> <p>7.5 Maintain cleanliness in the repository.</p> <p>7.6 Monitor and control security of records and archives to protect records from unauthorised access.</p> <p>7.7 Apply preventative preservation measures to prolong the life of records and archives</p>
8. Apply simple ICT skills in capturing, storage and retrieval of records and archives	<p>8.1 Capture records created electronically into the organizational record keeping system.</p> <p>8.2 Retrieve records held in electronic systems</p> <p>8.3 Track the movement of records and archives in the organization</p> <p>8.4 Digitise paper based records for archiving.</p>

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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>	Communication and Study Skills I,II	24			24
	Computing and Information Skills I,II	16			16
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Introduction to Records Management	12			12
	Introduction to Knowledge Management	12			12

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	Organisational Cultures and Archives and Records Management	12			12
	Introduction to Organising Information	12			12
	Introduction to Archives	12			12
	Students Practical Placement	24			24
STRANDS/ SPECIALIZATION	<i>Subjects/ Courses/ Modules/Units</i>	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	

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Electives					

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
5	124
TOTAL CREDITS	124

Rules of Combination:

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

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The Certificate V in Archives and Records Management comprises of 124 credits, including all core courses @ 84 credits, 4 Fundamental courses @ 40 credits

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ASSESSMENT ARRANGEMENTS

Evaluation of students' performance in the **Certificate V in Archives and Records Management** shall be based on both formative, Continuous Assessment (CA) and Summative, a Final Examinations at the end of each semester.

The weighting between CA and Exams shall be 60:40 = 100%.

Formative assessment

Formative assessment shall contribute 60% towards the final grade.

Summative assessment

Summative assessment shall be in the form of written final examinations and will contribute 40% towards the final grade.

MODERATION ARRANGEMENTS

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Internal and external moderation for the **Certificate V in Archives and Records Management** shall be carried out for quality assurance. All necessary documents including: qualification document, alignment matrices, assessment instruments and Assessment criteria/rubrics should be available.

All assessment instruments shall be subjected to internal and external moderation by BQA accredited Assessors and Moderators before administering to ensure fairness, validity, reliability, and consistency of assessments.

RECOGNITION OF PRIOR LEARNING

Candidates may submit evidence of prior learning and current competence and/or undergo appropriate forms of RPL assessment for the award of credits towards the qualification in accordance with applicable RPL institutional policies and national policies and legislative framework.

CREDIT ACCUMULATION AND TRANSFER

There is provision for Credit Accumulation and Transfer (CAT) which will be done in line with the Institutional and national policy.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Progression Pathways

Horizontal Progression (*related* qualifications of similar level that graduates may consider):

Holders of the Certificate V in Archives and Records Management may be admitted directly into

- Certificate V in Library and Information Studies
- Certificate V in Information Management

Vertical Progression (qualifications to which the holder may progress to):

Holders of the Certificate in Archives and Records Management may be admitted directly into the

- Diploma Archives and Records Management
- Diploma in Library and Information Studies

Employment Opportunities

Holders of the Certificate V in Archives and Records Management may occupy positions such as:

- a) Assistant Archives and Records Officer
- b) Assistant Document Specialists
- c) Assistant Information Governance Officers
- d) Assistant Information Officers
- e) Assistant Information and Knowledge Officers
- f) Assistant Records and Information Officers
- g) Assistant Archives Curators & Advisors

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- h) Assistant Records & Information Officers
- i) Assistant Archivist
- j) Assistant Content Officers

QUALIFICATION AWARD AND CERTIFICATION

To be awarded a Certificate V in Archives and Records Management, a student must be credited with at least 124 credits and satisfy rules of combination stated in this qualification.

A Certificate will be issued to learners upon successful completion of this qualification.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The Certificate V in Archives and Records Management qualification is benchmarked against regional and international qualifications offered by the Institute of Development Management in Lesotho and Eswatini, Kenya Institute of Management and the University College of London.

Regional and international comparability was carried out as follows;

REGIONAL

The Certificate V in Archives and Records Management qualification offered by the University of Botswana was benchmarked against the qualifications at Institute of Development Management in Lesotho and Eswatini. The similarities observed in the three regional institutions and the University of Botswana was that they all offer a one year qualification, at level 5. The qualification is similarly titled as Certificate in Archives and Records Management. The credits for the qualifications offered in these institutions vary, for the University of Botswana its 124 credits, whereas for the Institute of Development Management its 140 credits, and only 40 credits for the Kenya Institute of Management, respectively. The qualifications outcomes are all similar as they are all intended to equip the learner with basic skills in archives and records management. The modules covered by the qualifications in all the three institutions include the core modules in archives and records management. The qualifications offered by the University of Botswana and Institute of Development Management differ from Kenya Institute of Management in that they also offer additional modules such as ICT, Library and Knowledge Management. In terms of assessment, the weightings for CA and Exams is stated as 50:50 towards the final mark at Institute of Development Management, whereas for the University of Botswana the weightings for CA and Exams is 60:40 towards the final mark, and the weighting is not stated for Kenya Institute of Management. Upon successful completion of the qualification learners will be awarded a Certificate in all three institutions. In terms of employment pathways graduates in all the three institutions can get employment in the areas of archives and records management. Therefore, the qualification offered by the university of Botswana compares well with similar qualification offered regionally.

INTERNATIONAL

Internationally, the Certificate V in Archives and Records Management qualification offered by the University of Botswana was benchmarked against University College of London. The two institutions are similar in that they both offer a qualification in archives and records though the duration differs where at the University of Botswana the qualification duration is 1year and at the University College of London it is offered in 1 term. The title of the qualification are

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similar in that the qualification at the University of Botswana is called Certification in Archives and Records Management while the one for the University College of London is titled Certificate Programme in Archives and Records Management. Credits for the qualification at the University of Botswana is 124 credits whereas at the University College of London the qualification carries 40 credits. However, in terms of exit outcomes the two qualifications compare well as they both intend to provide learners with the basic knowledge of archives and records management. The core modules covered in both qualifications are similar, with the variation of options offered by the University College of London from which learners could pick one. Another difference observed is in the assessment weightings stated as 60:40, CA and Exam, at the University of Botswana and at the University College of London, the weighting is not stated. Additionally, at the University College of London, the certificate is not recognised as a professional certificate, while at the University of Botswana learners are awarded a certificate upon successful completion and candidates can get employment as assistant records officers and assistant archivists. the qualification offered at the University of Botswana compares well with similar qualifications offered internationally.

In summary, although the qualifications examined generally follow similar structures and standards, there are significant differences in the credits allocated to mandatory courses, fundamentals and options. The duration of the qualification is generally the same for the institutions regionally. This qualification generally compares well with all the qualifications studied since the exit outcomes cover similar scope and depth and are aligned to exit outcomes typical of this level and type of qualification as done within the region and internationally.

Graduates from the Certificate V in Archives and Records Management qualification will have an added advantage for work and further education opportunities because of the knowledge management component that is part of the qualification. Upon successful completion of this qualification, learners could proceed to second level 6, enrolling for either diploma qualification within the department or elsewhere in higher education institution of similar nature.

REVIEW PERIOD

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The Certificate V in Archives and Records Management qualification will be reviewed every five years by independent experts

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