



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER BASIC REGISTRY, RECORDS, AND ARCHIVES MANAGEMENT COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Basic Registry, Records, and Archives Management course.

2. Background

The Department of Public Works & Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

Basic Registry, Records, and Archives Management course was identified by nine (09) officials in the Department.

3. Expected Outcomes/ Deliverables

The course will equip officials with the knowledge, skills, attitudes and values required to establish and maintain an effective records management system within the organisation, particularly in relation to record-keeping and mail-handling procedures.

4. The course content should cover the following areas:

- What is a record,
- The Regulatory Framework for Records Management,
- Different types of filing system: Part 1,
- Different types of filing system: Part 2,
- Understanding the various types of records and how they are managed,
- Designing a file plan,
- Using a file plan to manage correspondence records,



- Designing and using a records control schedule to manage “Other” records: Part 1,
- Designing and using a records control schedule to manage “Other” records: Part 2,
- Managing an effective Registry system,
- Prerequisites for the implementation of a file plan,
- Managing an office-based filing system (PAs, Office Managers/Administrators, Secretaries),
- Control registers and a good filing system,
- Compiling a list of records (Records Inventory),
- Developing a Records Management Policy,
- The Protection of Records,
- Appraisal and disposal of Records, and
- Introduction to Integrated Electronic Document and Records Management Systems.

5. Duration of the course

The course should be presented over a period of five (05) days.

6. Total number to be trained

Nine (09) officials from Head Office are to attend the course.

7. Certification

The officials should be awarded Certificate of Attendance upon successful completion of the course.

8. Training venue

The training venue should be provided by the Service Provider and should be around Pretoria CBD.

9. Training dates

Training dates should be determined by the appointed service provider.

10. Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Basic



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Registry, Records, and Archives Management course. The service provider must provide a competent facilitator for this course.

11. Special Requirements

It is a requirement that all service providers facilitating any type of training be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

12. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile

13. All disbursements must be included within the cost per delegate.

14. Enquiries

All enquiries should be directed to:

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Training and Development
(012) 406 1157