MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Administration and Customer Service

Document Control and Data Records Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2521	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Document Control and Data Records Management course offered by Magna Skills provides participants with essential knowledge and skills to effectively manage documents and data records in various organizational settings. This course covers key principles, best practices, and strategies for establishing and maintaining efficient document control and data records management systems, ensuring accuracy, accessibility, and compliance with regulatory requirements.

Course Outcomes

- **Understanding Document Control:** Gain an understanding of the importance of document control in organizational operations, including the principles and objectives of document control systems.
- **Document Lifecycle Management:** Learn how to manage the entire lifecycle of documents, from creation and revision to storage, retrieval, and disposal, ensuring compliance with retention policies and legal requirements.
- **Data Records Management:** Develop skills in organizing, categorizing, and indexing data records to facilitate efficient retrieval and utilization, while maintaining data integrity and confidentiality.
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Version Control and Change Management: Explore techniques for version control and change management to ensure that documents and data records are accurately maintained and updated in accordance with organizational requirements.

- **Compliance and Audit Preparedness:** Understand regulatory requirements and industry standards related to document control and data records management, and develop strategies for achieving compliance and audit preparedness.
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Course Outline / Curriculum

Module 1: Introduction to Document Control

- Importance and objectives of document control
- Roles and responsibilities of document control personnel

Module 2: Document Lifecycle Management

- Document creation, review, approval, and distribution processes
- Document revision, version control, and obsolescence

Module 3: Document Storage and Retrieval

- Electronic and physical document storage systems
- Indexing, categorization, and metadata tagging for efficient retrieval

Module 4: Document Security and Confidentiality

- Data security measures to protect sensitive information
- Access control mechanisms and user permissions

Module 5: Data Records Organization and Classification

- Organizing data records hierarchically and categorically
- Applying consistent naming conventions and file structures

Module 6: Data Records Indexing and Searching

- Indexing methods for data records
- Effective search strategies and tools for data retrieval

Module 7: Version Control and Change Management

- Techniques for version control and tracking document changes
- Change management processes to manage revisions and updates

Module 8: Regulatory Compliance and Standards

- Regulatory requirements for document control and data records management
- Industry standards and best practices (e.g., ISO 9001, ISO 27001)

Module 9: Document Control Software and Tools

- Overview of document control software solutions
- Selection criteria and implementation considerations

Module 10: Auditing and Continuous Improvement

- Conducting document control audits and assessments
- Implementing feedback mechanisms and continuous improvement initiatives

The Document Control and Data Records Management course empowers participants with the knowledge and skills to establish and maintain effective document control and data records management systems. Through a combination of theoretical learning, practical exercises, case studies, and interactive discussions, participants will develop the expertise needed to ensure accuracy, accessibility, and compliance with regulatory requirements in managing documents and data records across various organizational context

Target Audience

This course is designed for individuals who manage, or who are involved with, any aspect of document control and records management. This includes records and information managers, in-house counsel, privacy officers, information security and protection managers, litigation and discovery staff, compliance officers, internal auditors, IT and enterprise content management professionals, and administrative managers.

It has been specifically designed to support activities across all types and sizes of organizations and sectors working locally and globally.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Document Control and Data Records Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____