

# Diploma in Office and Record Management

**Awards:**

**Diploma in Office and Record Management**

**Academic Department that will offer/manage the Programme:**

The Guy Morel Institute

**Delivery mode:**

Face-to-face Delivery, Self-Directed Learning, Blended Learning and Work Based Experience

**Total Programme Credits:**

368.4 Credits (Minimum 3600 Notional Hours)

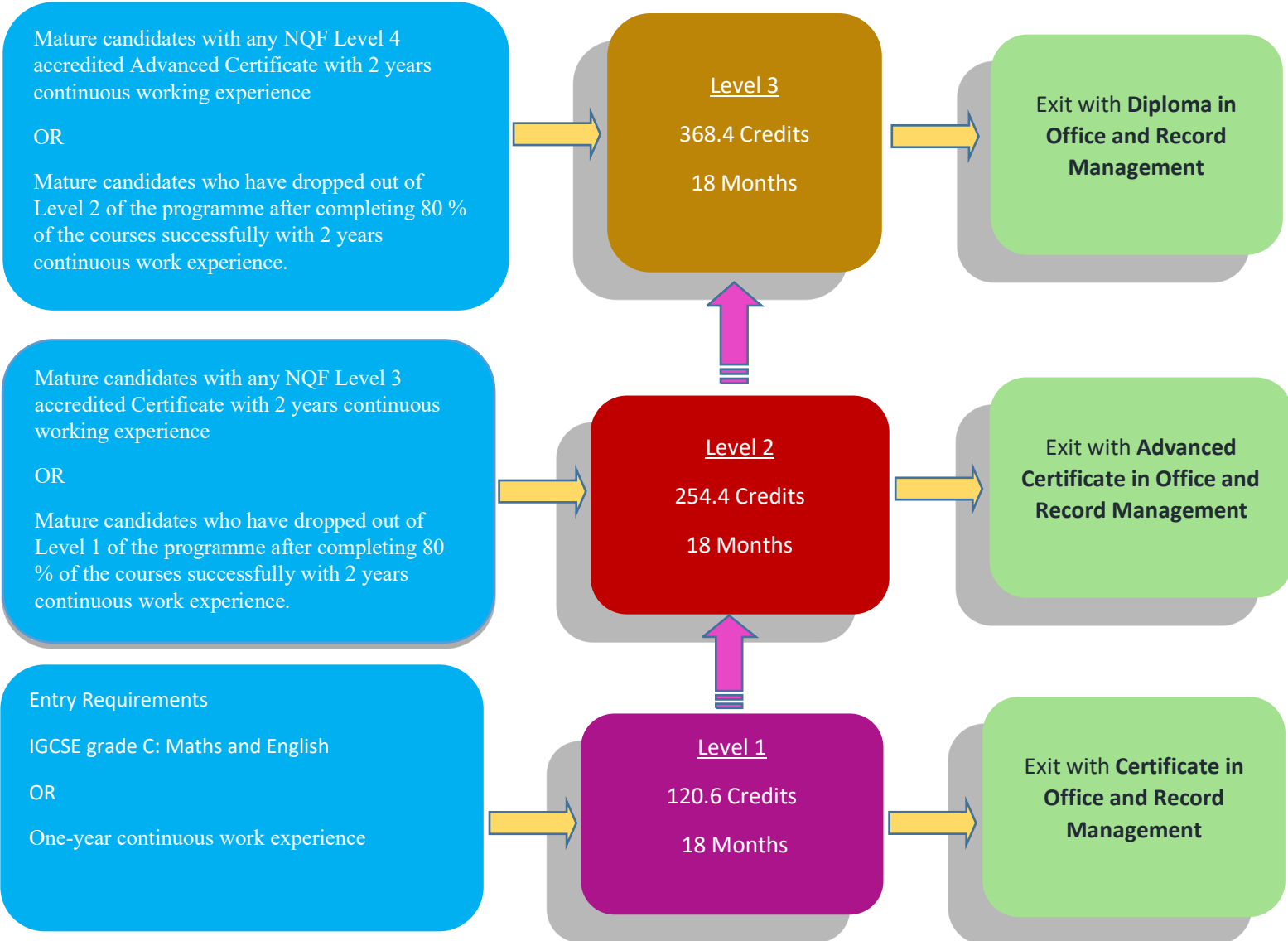
**Level of the Qualification:**

NQF Level 5

**Medium of instruction:**

English

**Diploma in Office and Record Management**



## **Programme Summary**

The functions of the office is evolving and becoming more diverse. It is essential therefore that mature office employees with years of work experience and those with the right academic credentials wishing to pursue a career in the various sections of the office be given the necessary skills and knowledge to enable them to cope with the demands and more complex nature of office and administration work at a higher level.

This Programme therefore seeks to develop the conceptual, analytical, research and practical skills needed and to equip the participants with general professional skills, tools and techniques so that they can be in a position to carry out their numerous tasks efficiently.

### **1. Overall Programme Objectives**

This programme, leading to the award of Diploma in Office and Records Management emphasises the psychological and practical aspects of managing offices and keeping effective records. It aims to develop the conceptual, research, analytical and social skills needed by the office workers on the programme. It will equip them with professional skills, strategies, tools, attitudes and techniques for solving problems in organisations, especially when these are undergoing change.

On successful completion of this course, learners would be able to:

- Demonstrate understanding of organisational environments, resources, entrepreneurship, and basic management principles and functions.
- Demonstrate understanding and knowledge of Records Management to put in place effective records management systems.
- Demonstrate effective time management, business communication and interpersonal skills.
- Demonstrate knowledge and competencies in financial management.
- Undertake financial management of budget allocated to them.
- Maintain effective use of technological skills
- Demonstrate knowledge of the office environment and office work, health and safety requirements and time management principles.

### **1. Target Group**

Office employees aspiring to oversee operations and apply modern office practices in private and public organisations and others who require management training at Diploma level. Moreover, programme development has evolved and the introduction of pathways within a programme enhances the learner's choice of flexibility in managing his/her interest in office and records management learning.

## 2. Duration

Learners have a minimum of five to seven years to complete the programme, allowing time for re-sits and re-submissions. Contact sessions are conducted one day per week, from 9 a.m. to 4 p.m. over the three years,

## 3. Minimum Entry Requirements

The Diploma in Office and Record Management has three exit pathways/levels;

### Level 1

#### Level 1: Certificate in Office and Record Management

Upon successful completion learners will exit with a Certificate in Office and Record Management with 120.6 credits.

#### Academic Pathway

- Mature candidates with minimum grade 'C' for IGCSE English and Mathematics.

#### Technical Pathway

- Mature candidates without IGCSE in Maths and English but with one-year continuous work experience in general office practices or equivalent field will be required to pass an English Proficiency and Numeracy course equivalent to grade C of the IGCSE level before admission.

#### Level 2: Advanced Certificate in Office and Record Management

Upon successful completion learners will exit with an Advanced Certificate in Office and Record Management with 254.4 credits

#### Academic Pathway

- Mature candidates with any NQF Level 3 accredited Certificate with 2 years continuous working experience in a relevant field at technician level.

#### Technical Pathway

- Mature candidates who had dropped out of Level 1 of the programme after completing 80 % of the courses successfully with 2 years continuous work experience in a technician / team leader position in a relevant field.

#### Level 3: Diploma in Office and Record Management

Upon successful completion learners will exit with a Diploma in Office and Record Management with 368.4 credits

#### Academic Pathway

- Mature candidates with any NQF Level 4 accredited Advanced Certificate with 2 years continuous working experience in a relevant field at technician level.

### Technical Pathway

- Mature candidates who had dropped out of Level 2 of the programme after completing 80 % of the courses successfully with 2 years continuous work experience in a technician / team leader position in a relevant field.

#### 4. Programme Courses:

#### Level 1: Exiting after 120.6 credits with a qualification of a Certificate in Office and Record Management

<b>Core Courses</b>	Work Life Balance
	Study Skills
	English Proficiency
	Numeracy
	Introduction to Information Communication Technology
	Introduction to Office Management & Administration
	Introduction in Records & Information Management
	Introduction to Business Communication
	<b>Work Based Experience: Stage 1</b>

#### Level 2: Exiting after 254.4 credits with a qualification of Advanced Certificate in Office and Record Management

<b>Courses</b>	Academic Preparation
	Principles & Practices of Management
	Strategic Management
	Principles in Human Resource Management
	Performance Management System (IN ANY ORDER)
	Modern Office & Records Management
	Record Keeping Processes & Records Management Tools
<b>WBE</b>	<b>Work Based Experience: Stage 2</b>

#### Level 3: Diploma in Office and Record Management with 368.4 credits

<b>Courses</b>	Behavioural Science (IN ANY ORDER)
	Finance & Budgeting (IN ANY ORDER)
	Document Management Technology
	Procurement & Inventory Management
	Assets & Infrastructures Management
<b>Elective Course (Choose any one Courses)</b>	<input type="checkbox"/> Communications & Customer Relations
	<input type="checkbox"/> Emotional Intelligence
	<input type="checkbox"/> Climate Implications for Sustainable Management
	<input type="checkbox"/> Project Management
	<input type="checkbox"/> Disaster Risk Reduction Management
	<input type="checkbox"/> Productivity Management
	<input type="checkbox"/> Leadership
<b>WBE</b>	<b>Work Based Experience: Stage 3</b>