



Mastering ISO 30401 Knowledge Management Systems (Blended)

Presented by the Department of Information Sciences, University of Pretoria

The short course in **Mastering ISO 30401 Knowledge Management Systems** provides you with a detailed analysis and a discussion of the application of the ISO 30401 Knowledge Management Systems standard (ISO 30401 KMS). The standard can be used to prepare your organisation for ISO 30401 KMS certification or it can be used to align knowledge management capabilities to the requirements of the standard. In the latter case, the ISO 30401 KMS is used as a management system tool or guideline that will ensure that knowledge management capabilities are managed according to best global practices and will add value to your organisation.

The course is based on the content included in the ISO 30401 KMS but it is discussed and analysed from the perspective of actual use cases in organisations. This implies that you will use the ISO 30401 KMS to analyse knowledge management capabilities and develop an understanding of the factors that contributed to the successful implementation of knowledge management capabilities.

During the course, you will be provided with ample opportunity to discuss challenges that you experience in respect of the implementation of Knowledge management in your organisation and understand the manner in which the ISO 30401 can support you. The course will also indicate the factors that an auditor would consider when certifying a knowledge management capability.

Course content

The course will cover the following topics:

Day 1:

- ISO standards as a management system
- The process of creating ISO 30401 KMS
- The basic components of ISO 30401 KMS
- The concept of Knowledge management (KM)
- The relevancy of ISO 30401 KMS for South African organisations

Day 2:

- The purpose of ISO 30401
- The components of ISO 30401 KMS
- The composition and intent of Clauses 4 to 10
- Mapping ISO 30401 KMS to a knowledge management strategy
- Knowledge management frameworks and ISO 30401 KMS

NEXT PAGE 

Shifting knowledge to insight



Mastering ISO 30401 Knowledge Management Systems (Blended)

Presented by the Department of Information Sciences, University of Pretoria

Day 3:

- The implementation of ISO 30401
- Critical success factors for certification or alignment to ISO 30401 KMS
- Developing a business case for ISO 30401 KMS
- The certification process
- The alignment process

Delegates can also attend the modules separately as follows:

- Module 1 - Basic (1 day)
- Module 2 - Intermediate (2 days)
- Module 3 - Advanced (3 days)

Learning outcomes

The course is presented from the perspective of a Knowledge manager that needs to:

- Prepare the organisation for ISO 30401 certification
- Reposition the knowledge management capability to be aligned to ISO 30401 KMS
- Market leadership - Positions organisations in the market as an ISO 30401 KM market leader and KM Center of Excellence
- Excellence - Knowledge management is practiced according to an international best practice in the form of the ISO 30401
- Competitive advantage - ISO 30401 KMS certified and aligned organisations hold a leading position above other organisations which cannot indicate certification or alignment
- Risk management - Indicates that knowledge is viewed as an asset and resource and the loss thereof should be mitigated through ISO 30401 compliance
- Credibility - Increases credibility with internal clients that we are managing/reusing our (and their) knowledge assets effectively hence delivering higher quality services more efficiently
- Business value - Enables KM program to deliver greater business value through cost-saving, time savings, and quality improvement

Course duration

The course will be presented as blended learning (online and contact sessions), for five (5) days. The presentation will include pre-reading and virtual sessions.

Who should enrol?

This course is ideal for delegates from organisations that want to be assisted in becoming ISO certified thus improving their knowledge management capabilities.

The course is also suitable for information managers, knowledge managers, librarians, data analysts, business analysts, cyber security officers, managers, chief information officers and chief technology officers.

Course fees

Option 1: Fee for all three (3) modules

R8 625.00 per delegate (VAT Incl.)

Option 2: Fee per module

Module 1: R5 175.00 per delegate (VAT incl.)

Module 2: R3 450.00 per delegate (VAT incl.)

Module 3: R3 450.00 per delegate (VAT incl.)

Course fees include all online course material.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

Prospective delegates should at least have a National Senior Certificate (Grade 12) and experience in knowledge management systems. There is no entry requirements for the Basic module but there are entry requirements for the Intermediate and Advanced modules.

Course requirements

Delegates are required to have a copy of ISO Standards and bring it with to the course (ISO standards can be purchased from ISO Store at www.iso.org)

Assessment and certification

Delegates will be assessed through an online test. Successful delegates will be issued a certificate of completion by the University of Pretoria.

Accreditation and certification

Enterprises University of Pretoria (Pty) Ltd is wholly owned by the University of Pretoria. As a public higher education institution, the University of Pretoria functions in accordance to the Higher Education Act 101 of 1997. Enterprises University of Pretoria offers short courses on behalf of the University and these short courses are not credit-bearing, and do not lead to formal qualifications on the National Qualifications Framework (NQF) – unless stated otherwise. Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

Registration and enquiries

Client Information Centre

Tel: +27 (0)12 434 2500

Fax: +27 (0)12 434 2505

Email: info@enterprises.up.ac.za

Course leader

Prof Ina Fourie

Head of Department

Department of Information Sciences

Email: ina.fourie@up.ac.za

The course presenter is **Dr Deonie Botha**.

Shifting knowledge to insight

 www.enterprises.up.ac.za

 +27 (0)12 434 2500  +27 (0)12 434 2505  info@enterprises.up.ac.za  Private Bag X41, Hatfield, 0028

For quotations on in-house training, email quote@enterprises.up.ac.za