



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Manufacturing Operations Handover Management Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 110016 · NQF Level 2 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively manage shift handovers in manufacturing operations, ensuring continuity, safety, and productivity. Participants will learn to communicate critical information, document handover procedures, and apply standardised protocols to minimise operational risks.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	110016
Accreditation	SAQA Accredited · NQF Level 2 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply standardised handover procedures to ensure seamless transition between shifts.
- Analyze operational data and communicate critical information during handovers.
- Evaluate handover documentation for completeness and accuracy.
- Implement corrective actions based on handover reports to improve operational efficiency.
- Demonstrate effective communication techniques to resolve handover-related issues.

WHO SHOULD ATTEND

- Designed for production supervisors, team leaders, shift managers, and manufacturing operators responsible for shift handovers in industrial or manufacturing environments.

COURSE OUTLINE

Day 1: Foundations of Effective Shift Handover

- Introduction to handover management and its importance.
- Regulatory framework: SAQA, OHS Act, and industry standards.
- Elements of a robust handover system: logs, checklists, verbal reports.
- Communication barriers and strategies to overcome them.
- Roles and responsibilities of outgoing and incoming shifts.
- Case studies: consequences of poor handover.
- Introduction to handover documentation tools.

Day 2: Advanced Handover Practices and Integration

- Designing checklists for different manufacturing contexts.
- Conducting structured handover briefings: SBAR, ISBAR, or similar models.
- Handling incomplete or ambiguous information.
- Escalation protocols for unresolved issues.
- Auditing and improving handover processes.
- Technology in handover: digital logs and shift handover software.
- Linking handover to incident prevention and operational excellence.
- Practical exercise: simulated handover scenarios.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **5 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Jul 2026	08 Jul 2026	On-Campus	Kinshasa, DRC
07 Jul 2026	08 Jul 2026	On-Campus	Mbabane, Eswatini
08 Jul 2026	09 Jul 2026	On-Campus	Kigali, Rwanda
09 Jul 2026	10 Jul 2026	On-Campus	Luanda, Angola
13 Jul 2026	14 Jul 2026	On-Campus	Kinshasa, DRC
14 Jul 2026	15 Jul 2026	On-Campus	Dar es Salaam, Tanzania
14 Jul 2026	15 Jul 2026	On-Campus	Kigali, Rwanda
15 Jul 2026	16 Jul 2026	On-Campus	Accra, Ghana

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110016) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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