



## Accredited Africa Training Institute for Capacity Development

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

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### COURSE BROCHURE

# Work Station Organisation In Continuous Improvement Environments Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 110018 · NQF Level 2 · 5 Credits · 2 Days

## COURSE OVERVIEW

This course equips learners with the knowledge and skills to organise workstations effectively within continuous improvement environments such as Lean, Six Sigma, or Kaizen. It focuses on applying 5S principles and visual management to enhance productivity, safety, and quality.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	110018
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 the principles of workstation organisation to eliminate waste and improve workflow.
- Demonstrate the ability to implement 5S (Sort, Set in Order, Shine, Standardise, Sustain) in a practical workplace setting.
- Analyse current workstation layouts and identify opportunities for improvement.
- Evaluate the effectiveness of visual management tools and standardised work procedures.
- Design a workstation organisation plan that supports continuous improvement objectives.
- Implement and sustain organised workstations through employee engagement and audits.

## WHO SHOULD ATTEND

- This course is ideal for team leaders, supervisors, production operators, and quality assurance personnel involved in continuous improvement initiatives in manufacturing, warehousing, or service industries.

## COURSE OUTLINE

### Day 1: Foundations of Work Station Organisation and Continuous Improvement

- Introduction to continuous improvement environments (Lean, Kaizen, TQM).
- The 5S methodology: detailed breakdown of each step.
- Visual management tools (shadow boards, labels, colour coding).
- Benefits of organisation: waste reduction, safety, efficiency.
- Practical example: applying 5S to a simulated work station.

### Day 2: Advanced Application and Integration of Work Station Organisation

- Standardised work and work instructions.
- Problem-solving tools for work station inefficiencies.
- Sustaining improvements: audits, checklists, and accountability.
- Linking work station organisation to overall continuous improvement (e.g., value stream mapping).
- Case studies and group activity: redesigning a work station for efficiency.

## 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](http://www.aaticd.co.za), open the page for this course (Unit Standard 110018) 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](mailto: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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