



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

Office Administration Management And Control Systems Training

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 110531 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage and control office administration systems effectively. Participants will learn to implement administrative procedures, monitor compliance, and ensure efficient workflow in a corporate environment.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	110531
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of office administration management to design and implement control systems.
- Analyze existing administrative processes to identify areas for improvement and efficiency gains.
- Evaluate the effectiveness of administrative control systems using appropriate monitoring tools.
- Implement corrective actions to address non-compliance and administrative bottlenecks.
- Demonstrate the ability to manage administrative records and documentation in line with organizational policies.

WHO SHOULD ATTEND

- Office managers, administrative supervisors, and senior administrative staff responsible for overseeing administrative systems and processes in a corporate setting.

COURSE OUTLINE

Day 1: Office Administration Management and Control Systems

- Introduction to office administration management and control systems.
- Legal and regulatory framework (e.g., POPIA, OHSA).
- Records management and filing systems.
- Resource management: equipment, supplies, and budget.
- Workflow design and process improvement.
- Performance monitoring and reporting.
- Internal controls and risk management.
- Case studies and best practices.

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 **4 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	03 Aug 2026	On-Campus	Mauritius
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE

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 110531) 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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