



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

Drafting Legal Agreements And Contracts Training

Law, Military Science and Security / Justice in Society

Unit Standard 113807 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with the practical skills to draft clear, legally sound agreements and contracts relevant to the South African legal and business environment. It covers essential elements of contract law, common clauses, and techniques to avoid ambiguity and disputes.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	113807
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the essential elements of a valid contract under South African law.
- Analyze contract clauses to identify potential risks and ambiguities.
- Design clear and enforceable agreements tailored to specific business contexts.
- Implement standard contract structures including recitals, operative clauses, and schedules.
- Demonstrate proficiency in drafting common contract types such as service agreements, NDAs, and sale of goods contracts.

WHO SHOULD ATTEND

- Ideal for managers, business owners, legal support staff, and professionals who need to draft or review contracts as part of their roles.

COURSE OUTLINE

Day 1: Introduction to Contract Law and Legal Frameworks

- Overview of South African legal system and contract law sources
- Essential elements: offer, acceptance, consideration, capacity, legality, intention
- Types of contracts: written, oral, express, implied
- Key legislation: Consumer Protection Act, National Credit Act, etc.
- Ethical considerations in contract drafting

Day 2: Structure and Language of Legal Agreements

- Anatomy of a contract: parties, recitals, definitions, operative clauses, boilerplate
- Drafting clear definitions and interpretation clauses
- Avoiding legalese and using plain language
- Common pitfalls: ambiguity, inconsistency, omission
- Use of headings, numbering, and formatting

Day 3: Essential Clauses and Their Drafting

- Payment terms, delivery, and performance obligations
- Warranties and representations
- Limitation of liability, indemnities, and insurance requirements
- Dispute resolution: negotiation, mediation, arbitration, litigation
- Breach, termination, and force majeure clauses
- Confidentiality and non-disclosure agreements

Day 4: Drafting for Specific Contexts: Sales, Services, and Employment

- Sale of goods: conditions, warranties, risk, and title
- Service agreements: scope, deliverables, SLAs, and KPIs
- Employment contracts: duties, remuneration, leave, termination
- Independent contractor agreements vs. employment
- Agency and distribution agreements

Day 5: Advanced Clauses: Intellectual Property, Data Protection, and Non-Compete

- IP ownership, assignment, and licensing
- Data protection clauses under POPIA
- Non-disclosure agreements (NDAs)
- Non-compete and non-solicitation clauses
- Reasonableness and enforceability of restrictive covenants
- Indemnities for IP infringement

Day 6: Reviewing, Negotiating, and Finalising Contracts

- Contract review checklist and redlining
- Risk identification and mitigation
- Negotiation tactics: positions, interests, BATNA
- Execution formalities: signatures, witnesses, electronic signatures
- Contract management and post-execution obligations

Day 7: Practical Integration and Capstone Exercise

- Capstone case study: drafting a multi-clause agreement
- Peer review and feedback session

- Common pitfalls in final drafts
- Ethical dilemmas in contract drafting
- Course wrap-up and Q&A;

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	10 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Mauritius
10 Aug 2026	18 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 113807) 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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