



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

Water Meter Reading And Verification Techniques Training

Physical Planning and Construction / Civil Engineering Construction

Unit Standard 113934 · NQF Level 2 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to accurately read and verify water meters, ensuring correct billing and efficient water management. It covers meter types, reading techniques, verification processes, and data recording. The course promotes accuracy, accountability, and compliance with water regulations.

Category	Physical Planning and Construction
Subfield	Civil Engineering Construction
Unit Standard	113934
Accreditation	SAQA Accredited · NQF Level 2 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply correct procedures to read different types of water meters, including analog, digital, and smart meters.
- Analyze meter readings to identify discrepancies, leaks, or tampering.
- Evaluate verification techniques to ensure meter accuracy and compliance with standards.
- Implement data recording and reporting methods for meter readings and verification results.
- Demonstrate proper use of tools and equipment for meter reading and verification.
- Apply safety protocols when working near water meters and in field environments.

WHO SHOULD ATTEND

- Water meter readers, municipal billing staff, water conservation officers, and anyone responsible for water metering and verification in residential, commercial, or industrial settings.

COURSE OUTLINE

Day 1: Introduction to Water Metering and Regulatory Framework

- Overview of water metering in the South African context
- Regulatory framework: SANS 1529, SAQA Unit Standard 113934
- Role of the water meter reader in revenue management and water conservation
- Types of water meters: mechanical (positive displacement, multi-jet), electromagnetic, ultrasonic
- Basic principles of meter operation and measurement units (kilolitres, litres
- Safety considerations for field work

Day 2: Meter Reading Techniques and Data Capture

- Reading mechanical meters: register dials, straight-reading, cyclometer
- Reading digital and smart meters: LCD displays, data transmission
- Use of handheld terminals (HHT) and mobile apps for data capture
- Manual recording: log sheets, field notes
- Common reading errors and how to avoid them
- Dealing with obstructed meters, dirt, and difficult installations
- Data validation and basic troubleshooting

Day 3: Verification Techniques and Meter Testing

- Purpose of meter verification: accuracy, revenue protection, compliance
- Field testing methods: volumetric, comparator, and electronic test benches
- Using test meters, flow testers, and data loggers
- Calculating percentage error and comparing against allowable limits (SANS
- Identifying tampering: reverse running, magnets, bypass pipes, seal damage
- Documenting verification results and reporting faults
- Safety protocols during testing

Day 4: Data Management, Reporting, and Customer Interaction

- Data entry and validation in utility billing systems
- Exception reporting: high/low consumption, leaks, no access
- Customer communication: explaining readings, handling disputes, requesting access
- Ethical conduct: confidentiality, honesty in recording
- Introduction to meter reading routes and scheduling
- Coordination with field service teams for maintenance

Day 5: Integration, Assessment, and Continuous Improvement

- Simulated field exercise: route reading, data capture, verification, reporting
- Practical assessment: reading accuracy, verification procedure, documentation
- Review of common challenges and best practices
- Continuous improvement: feedback loops, technology upgrades
- Career development: certifications, advanced metering infrastructure (AMI
- 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 **8 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 113934) 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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