



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

Photocopier Maintenance And Repair Technician Skills Training

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 114071 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips participants with the practical skills and theoretical knowledge required to perform routine maintenance, diagnose faults, and repair photocopiers in a corporate or service environment. Learners will develop competence in safely handling components, using diagnostic tools, and restoring machine functionality to minimise downtime.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	114071
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 safety procedures when handling photocopier components and consumables.
- Demonstrate ability to diagnose common photocopier faults using systematic troubleshooting methods.
- Perform routine maintenance tasks such as cleaning, lubricating, and replacing consumables.
- Repair or replace faulty parts including drums, fusers, rollers, and paper feed mechanisms.
- Implement preventive maintenance schedules to extend equipment lifespan and reduce breakdowns.

WHO SHOULD ATTEND

- This course is ideal for aspiring or current photocopier technicians, field service engineers, and IT support staff who are responsible for maintaining office equipment.

COURSE OUTLINE

Day 1: Fundamentals of Photocopier Maintenance and Repair

- Overview of photocopier types and technologies (laser, LED)
- Key components: drum, toner, fuser, rollers, paper path
- Safety procedures: lockout/tagout, electrical safety, toner handling
- Preventive maintenance: cleaning, lubrication, replacement schedules
- Common faults: paper jams, streaks, smudges, error codes
- Basic diagnostic tools: multimeter, test patterns, service manuals

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
04 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, 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 114071) 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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