



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

Heritage Research Assistant Skills For Cultural Institutions Training

Culture and Arts / Cultural Studies

Unit Standard 114515 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the practical skills needed to assist heritage researchers in cultural institutions such as museums, archives, and libraries. Participants will learn how to locate, handle, and document heritage materials while adhering to ethical and legal standards.

Category	Culture and Arts
Subfield	Cultural Studies
Unit Standard	114515
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply basic research methodologies to locate and access heritage materials within cultural institutions.
- Demonstrate proper handling and preservation techniques for various heritage objects and documents.
- Analyze the ethical and legal frameworks governing access to and use of heritage resources.
- Evaluate the accuracy and relevance of information sources for heritage research.
- Implement systematic documentation procedures for research findings and materials used.
- Communicate research findings effectively in written and oral formats appropriate for cultural institutions.

WHO SHOULD ATTEND

- This course is designed for entry-level heritage workers, research assistants, volunteers, and interns in cultural institutions seeking to develop foundational skills in heritage research support.

COURSE OUTLINE

Day 1: Foundations of Heritage Research and Documentation

- Introduction to heritage research assistantship and ethical guidelines.
- Overview of South African heritage legislation (e.g., NHRA, SAHRA).
- Types of heritage resources: tangible, intangible, movable, and immovable.
- Research methodologies: source identification, verification, and citation.
- Documentation standards: accession registers, condition reports, and metadata.
- Practical exercise: cataloguing a heritage object using standard forms.

Day 2: Advanced Research Techniques and Practical Application

- Digital research tools: online archives, databases, and GIS applications.
- Oral history techniques: interviewing, recording, and transcription ethics.
- Data analysis: cross-referencing sources and identifying gaps.
- Report writing: structure, style, and audience considerations.
- Team collaboration: roles, communication, and project management.
- Practical exercise: creating a research plan for a selected heritage collection.
- Course review and assessment.

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 4**.

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
11 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, 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 114515) 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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