



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

Human Resource Planning For New Business Ventures Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 114587 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips entrepreneurs and new business owners with the practical skills to plan and manage human resources effectively. It covers workforce forecasting, job design, recruitment strategies, and compliance with South African labour legislation. Participants will learn to align human resource planning with business goals to support sustainable growth.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	114587
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the human resource needs of a new business venture based on its strategic objectives.
- Design a human resource plan that includes workforce forecasting, job descriptions, and recruitment timelines.
- Apply South African labour legislation when planning employment contracts and workplace policies.
- Evaluate different recruitment and selection methods for cost-effectiveness and legal compliance.
- Implement a basic performance management system appropriate for a small business.
- Demonstrate the ability to calculate labour costs and integrate them into the business budget.

WHO SHOULD ATTEND

- Aspiring entrepreneurs, small business owners, and managers of new ventures who need to build and manage a workforce from scratch.
- Also suitable for individuals involved in business planning or startup consulting.

COURSE OUTLINE

Day 1: Human Resource Planning for New Business Ventures

- Introduction to HR planning and its importance for new ventures.
- Key HR functions: recruitment, selection, induction, and performance management.
- Aligning HR planning with business goals and budget constraints.
- Overview of relevant South African labour laws (e.g., BCEA, LRA, EEA).
- Developing a staffing plan: determining roles, competencies, and headcount.
- Costing HR activities: salary structures, benefits, and training costs.
- Practical exercise: Drafting an HR plan for a hypothetical start-up.
- Review and feedback on HR plan drafts.

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

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 114587) 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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