



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

Movable Assets Auction Documentation Processing Training

Business, Commerce and Management Studies / Marketing

Unit Standard 115482 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to process documentation for the auctioning of movable assets, ensuring compliance with legal and organisational requirements. It covers the entire documentation lifecycle from asset listing to post-auction reconciliation, enabling efficient and accurate processing.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	115482
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of documentation management to capture and verify asset details for auction listings.
- Implement procedures for generating auction catalogues, bid sheets, and sale records in accordance with standards.
- Analyze auction documentation to ensure accuracy, completeness, and compliance with relevant regulations.
- Evaluate post-auction documentation, including invoices and payment records, to reconcile sales and finalise transactions.
- Demonstrate the ability to maintain secure filing and retrieval systems for auction-related records.

WHO SHOULD ATTEND

- This course is intended for auction administrators, asset managers, and clerical staff responsible for documenting and processing movable asset auctions in corporate, legal, or government environments.

COURSE OUTLINE

Day 1: Movable Assets Auction Documentation Processing

- Overview of movable assets and auction types
- Legal framework: Consumer Protection Act, auctioneers regulations
- Documentation: asset register, auction contract, bid forms, proof of sale
- Step-by-step processing: from asset intake to post-auction reporting
- Record keeping, filing, and data management
- Common errors and quality assurance checks
- Practical exercise: completing sample documentation

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 3**.

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	Cape Town, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 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 115482) 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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