



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

Event Setup And Dismantling Procedures Training

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 115848 · NQF Level 3 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills and knowledge required to safely and efficiently set up and dismantle event structures, including stages, seating, and equipment. It covers planning, risk assessment, and adherence to health and safety regulations in line with South African standards.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115848
Accreditation	SAQA Accredited · NQF Level 3 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply event setup and dismantling procedures according to site plans and safety protocols.
- Demonstrate the use of appropriate tools and equipment for assembling and disassembling event structures.
- Analyze potential hazards and implement risk control measures during setup and breakdown.
- Evaluate the structural integrity of installed components to ensure stability and safety.
- Implement efficient workflow sequences to minimize downtime and ensure timely completion.
- Communicate effectively with team members and stakeholders during the setup and dismantling process.

WHO SHOULD ATTEND

- This course is designed for event crew members, setup and dismantling teams, and supervisors involved in event logistics within the corporate, entertainment, or hospitality sectors.

COURSE OUTLINE

Day 1: Foundations of Event Setup and Safety

- Introduction to event setup and dismantling procedures
- Overview of SAQA unit standard 115848
- Health and safety legislation (OHS Act, COIDA)
- Risk assessment and hazard identification
- Types of events (corporate, concerts, exhibitions)
- Team roles: crew leader, riggers, stewards
- Communication protocols and briefing procedures

Day 2: Equipment Handling and Setup Techniques

- Manual handling: biomechanics and ergonomics
- Equipment identification: furniture, staging, truss, lighting
- Safe assembly of modular structures
- Load calculations and weight distribution principles
- Use of ladders, scaffolding, and elevated work platforms
- Cable management and trip hazards
- Practical exercise: setting up a basic event layout

Day 3: Dismantling Procedures and Waste Management

- Dismantling sequence: reverse of setup order
- Safe de-rigging of AV and lighting equipment
- Handling and storage of reusable materials
- Waste segregation: recyclables, hazardous waste
- Environmental compliance and green event practices
- Equipment inventory and damage reporting
- Practical exercise: dismantling a mock event setup

Day 4: Integration, Quality Control, and Assessment

- Project planning: timelines, checklists, and resource allocation
- Quality assurance: inspection criteria and sign-offs
- Emergency procedures and incident response
- Team coordination and problem-solving scenarios
- Practical assessment: full event setup and dismantle simulation
- Review of key learnings and feedback session

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 **7 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 20,500.00	R 20,500.00
1	In-House	R 26,600.00	R 26,600.00
1	On-Campus (Pretoria)	R 30,800.00	R 30,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
18 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 115848) 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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