



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Hire Contract Administration And Management Training

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

Unit Standard 115862 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage the hire contract lifecycle effectively, from drafting and negotiating to administering and terminating hire agreements. It focuses on compliance with South African hire law, risk management, and financial aspects such as rental calculations and deposit handling.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115862
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 the legal principles governing hire contracts under South African law.
- Analyze hire contract terms to identify risks, obligations, and remedies.
- Evaluate financial aspects including rental calculations, deposits, and penalties.
- Implement procedures for contract administration, record-keeping, and compliance.
- Demonstrate the ability to manage contract variations, extensions, and terminations.
- Assess insurance requirements and liability allocation in hire agreements.

WHO SHOULD ATTEND

- This course is designed for contract administrators, fleet managers, equipment hire coordinators, and small business owners involved in hire contract management across industries such as construction, logistics, and events.

COURSE OUTLINE

Day 1: Foundations of Hire Contract Administration and Management

- Introduction to hire contracts: definition, types, and importance.
- Legal framework: Consumer Protection Act, National Credit Act, and common law.
- Key contract clauses: duration, rental payments, maintenance, insurance, and termination.
- Administration processes: record-keeping, invoicing, and asset tracking.
- Risk management: damage, theft, and dispute resolution.
- Practical exercise: drafting a simple hire contract.
- Case study: analyzing a hire contract scenario.
- Assessment and Q&A; 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 **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
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	17 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	17 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 115862) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za