



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 Site Plan Interpretation Implementation And Supervision Training

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

Unit Standard 115869 · NQF Level 4 · 11 Credits · 8 Days

COURSE OVERVIEW

This course equips learners with the skills to interpret, implement, and supervise event site plans in the events management industry. It focuses on ensuring that event layouts are executed safely, efficiently, and in compliance with relevant regulations. Learners will gain the ability to coordinate teams and resources to deliver successful events.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	115869
Accreditation	SAQA Accredited · NQF Level 4 · 11 Credits
Duration	8 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Interpret event site plans to identify key elements such as layouts, service points, and emergency exits.
- Implement site plans by coordinating resources, personnel, and timelines according to specifications.
- Supervise site setup and breakdown activities to ensure compliance with health, safety, and regulatory standards.
- Analyze site plan deviations and implement corrective actions to maintain event flow and safety.
- Demonstrate effective communication and leadership skills when directing teams during event execution.
- Evaluate site plan outcomes against event objectives and stakeholder requirements.

WHO SHOULD ATTEND

- This course is designed for event coordinators, venue managers, and supervisors responsible for overseeing the setup and operation of event sites.
- It is also suitable for aspiring event professionals seeking to enhance their practical site management skills.

COURSE OUTLINE

Day 1: Introduction to Event Site Planning and Regulatory Framework

- Overview of the SAQA Unit Standard 115869
- Introduction to event site planning concepts
- Relevant legislation: OHS Act, Municipal By-laws, SANS standards
- Roles of the event organiser, safety officer, and site supervisor
- Types of events and their specific site requirements
- Basic terminology and symbols used in site plans

Day 2: Fundamentals of Site Plan Interpretation

- Components of a site plan: legend, scale, north point
- Common symbols for utilities, structures, and amenities
- Reading and interpreting site plan scales and measurements
- Types of drawings: layout plans, elevation plans, detail drawings
- Introduction to zoning and spatial allocation on site plans
- Practical exercises in basic plan interpretation

Day 3: Advanced Site Plan Analysis and Risk Assessment

- Hazard identification through site plan analysis
- Risk assessment techniques specific to event sites
- Emergency access and egress planning
- Crowd flow analysis and capacity calculations
- Terrain and environmental factor assessment
- Integration of safety zones and emergency assembly points

Day 4: Site Plan Implementation Planning

- Translating site plans into actionable implementation plans
- Staging and sequencing of site setup activities
- Coordination of vendors, contractors, and service providers
- Temporary structures: stages, marquees, fencing, lighting
- Utility provision planning: power, water, sanitation
- Timeline development and critical path analysis

Day 5: Supervision Fundamentals and Communication Protocols

- Principles of effective supervision in event contexts
- Communication systems and protocols
- Daily briefing and debriefing procedures
- Documentation requirements: checklists, reports, logs
- Quality control and compliance monitoring
- Conflict resolution and problem-solving techniques

Day 6: Practical Supervision Applications and Problem-Solving

- Scenario-based exercises in site supervision
- Handling common implementation challenges
- Decision-making frameworks for site supervisors
- Managing changes and adaptations to site plans
- Coordinating last-minute adjustments

- Case studies of successful and problematic implementations

Day 7: Integration and Final Site Preparation

- Final integration of all site elements
- Pre-event inspection protocols and checklists
- Stakeholder coordination and final briefings
- Contingency planning for weather, emergencies, and other variables
- Final safety audits and compliance verification
- Handover procedures to event operations team

Day 8: Assessment, Review, and Professional Development

- Final practical assessment activities
- Post-event evaluation and debriefing techniques
- Lessons learned and continuous improvement processes
- Professional development opportunities in event management
- SAQA assessment requirements and portfolio preparation
- Course review and certification process

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 **11 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 30,700.00	R 30,700.00
1	In-House	R 39,900.00	R 39,900.00
1	On-Campus (Pretoria)	R 46,000.00	R 46,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	20 Aug 2026	On-Campus	Mauritius
12 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	24 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	26 Aug 2026	On-Campus	Durban, 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 115869) 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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