



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

Social Security Administration And Beneficiary Payment Support Monitoring Training

Business, Commerce and Management Studies / Public Administration

Unit Standard 116252 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to administer social security schemes and monitor beneficiary payment support effectively. Participants will understand the legislative framework, payment processes, and monitoring mechanisms to ensure accurate and timely disbursements. The training focuses on compliance, fraud prevention, and customer-centric service delivery.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	116252
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

- Apply the legislative and regulatory framework governing social security administration and beneficiary payments.
- Implement procedures for accurate beneficiary registration, verification, and payment processing.
- Monitor payment support systems to detect discrepancies, fraud, and non-compliance.
- Evaluate the effectiveness of beneficiary payment support mechanisms and recommend improvements.
- Demonstrate effective communication and record-keeping in line with organisational and legal requirements.
- Analyze case studies to resolve beneficiary payment issues and ensure continuous support.

WHO SHOULD ATTEND

- This course is designed for social security administrators, payment support officers, and beneficiaries' liaison staff working in government agencies, NGOs, or private sector organisations involved in social grant disbursement.

COURSE OUTLINE

Day 1: Introduction to Social Security Administration and Beneficiary Payment Monitoring

- Overview of the South African social security system and relevant legislation (e.g., SASSA Act).
- Key stakeholders: government agencies, beneficiaries, and service providers.
- Beneficiary registration processes: data collection, verification, and maintenance.
- Payment mechanisms: grants, pensions, and disbursement channels.
- Introduction to payment monitoring: purpose, tools, and key indicators.
- Common errors and red flags in beneficiary payments.
- Case study: monitoring a sample payment batch for discrepancies.
- Ethical considerations and confidentiality in handling beneficiary data.

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
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, 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 116252) 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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