



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

COURSE BROCHURE

Supervising NQF Level 2 And 3 Workers Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 116380 · NQF Level 4 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips supervisors with the skills to effectively manage and support workers at NQF Levels 2 and 3. Participants will learn to apply supervisory techniques, communicate expectations clearly, and foster a productive work environment. The training ensures compliance with South African labour legislation and promotes team development.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	116380
Accreditation	SAQA Accredited · NQF Level 4 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply supervisory techniques to plan, organize, and delegate tasks to NQF Level 2 and 3 workers.
- Demonstrate effective communication skills to provide clear instructions and constructive feedback.
- Analyze team performance and implement corrective actions to meet organizational goals.
- Evaluate workplace health and safety requirements and ensure compliance among team members.
- Implement strategies to motivate and develop workers, fostering a positive team culture.
- Assess individual and team training needs and coordinate on-the-job learning opportunities.

WHO SHOULD ATTEND

- This course is designed for current or aspiring supervisors who oversee workers at NQF Levels 2 and 3 in various industries.
- It is suitable for team leaders, line managers, and anyone responsible for guiding and monitoring the performance of entry-level staff.

COURSE OUTLINE

Day 1: Understanding the Supervisory Role and Legal Framework

- Introduction to supervision: roles, responsibilities, and expectations.
- Overview of relevant legislation: Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act.
- Employment Equity Act and Skills Development Act: implications for supervisors.
- Understanding NQF levels and their relevance to worker development.
- Building trust and respect with workers.
- Communication fundamentals for supervisors.

Day 2: Developing and Managing Teams at NQF Level 2 and 3

- Team dynamics and motivation strategies.
- Identifying skills gaps and facilitating on-the-job training.
- Performance management: setting expectations, monitoring, and feedback.
- Coaching and mentoring techniques.
- Conflict resolution and disciplinary procedures.
- Managing diversity and fostering inclusion.

Day 3: Practical Application and Continuous Improvement

- Delegation techniques: matching tasks to worker capabilities.
- Monitoring work quality and productivity.
- Problem-solving models for supervisors.
- Conducting team meetings and performance reviews.
- Creating a personal action plan for ongoing development.
- Case studies and role-play exercises integrating all concepts.

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 **6 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius

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 116380) 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