



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

Technical Report Writing Skills For Professionals Training

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 116389 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips professionals with the skills to write clear, concise, and well-structured technical reports that meet organisational and regulatory standards. Participants will learn to plan, draft, review, and finalise reports that effectively communicate complex information to diverse audiences.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	116389
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 principles of technical report writing to structure and present information logically.
- Analyze the needs of different audiences and tailor report content, tone, and style accordingly.
- Evaluate and incorporate data, evidence, and sources to support report findings and recommendations.
- Design clear and effective visual aids, including tables, graphs, and diagrams, to enhance report clarity.
- Demonstrate proficiency in reviewing, editing, and proofreading reports to ensure accuracy and professionalism.
- Implement ethical and legal considerations, including confidentiality and referencing, in report writing.

WHO SHOULD ATTEND

- This course is designed for professionals across all industries who are required to produce technical reports as part of their role, including engineers, scientists, IT specialists, project managers, and compliance officers.

COURSE OUTLINE

Day 1: Fundamentals of Technical Report Writing

- Introduction to technical report writing: purpose, audience, and context.
- Plain language and readability techniques for South African professionals.
- Report structure: title page, executive summary, introduction, body, conclusions, recommendations, appendices.
- Planning and outlining: defining scope, gathering data, logical flow.
- Language skills: sentence structure, paragraph coherence, tone.
- Visual communication: integrating tables, charts, and diagrams.
- Referencing and avoiding plagiarism (Harvard style).
- Practical exercise: drafting a short technical report.

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
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
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

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 116389) 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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