



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

Hiring Business Practices And Recruitment Strategies Training

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

Unit Standard 116575 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to design and implement effective recruitment strategies and hiring practices that align with organisational goals. Participants will gain a comprehensive understanding of the recruitment lifecycle, from workforce planning to selection and onboarding, while ensuring compliance with South African labour legislation.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	116575
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 relevant South African labour legislation and ethical principles to recruitment and selection processes.
- Analyse organisational needs to develop a comprehensive recruitment and selection strategy.
- Design job descriptions, person specifications, and competency frameworks to attract suitable candidates.
- Implement effective sourcing, screening, and interviewing techniques to evaluate candidates.
- Evaluate the effectiveness of recruitment and selection practices to ensure continuous improvement.
- Demonstrate the ability to manage the entire recruitment process from planning to onboarding.

WHO SHOULD ATTEND

- This course is designed for HR professionals, recruitment specialists, line managers, and business owners involved in the hiring process.
- It is also suitable for individuals seeking to enhance their knowledge of strategic recruitment and talent acquisition.

COURSE OUTLINE

Day 1: Foundations of Hiring Practices and Recruitment Strategies

- Overview of South African labour legislation (EEA, BCEA, LRA) and its impact on hiring.
- Ethical recruitment practices and avoiding discrimination.
- Strategic workforce planning and recruitment needs analysis.
- Crafting accurate job descriptions and person specifications.
- Internal vs. external recruitment sources: advantages and disadvantages.
- Sourcing candidates: job portals, social media, agencies, and networking.
- Screening and shortlisting methods: CV review, pre-screening calls.
- Documentation and record-keeping for compliance.

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
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Mauritius
14 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	18 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 116575) 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