



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

Interpreting Process Assessment Skills For Evaluators Training

Communication Studies and Language / Communication Studies

Unit Standard 116799 · NQF Level 7 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips evaluators with the skills to interpret and apply process assessment frameworks in workplace contexts. Learners will develop the ability to analyze assessment processes, ensure fairness and validity, and provide constructive feedback to candidates.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	116799
Accreditation	SAQA Accredited · NQF Level 7 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze the principles and processes of assessment in outcomes-based education and training.
- Apply assessment design techniques to ensure validity, reliability, and fairness.
- Evaluate assessment evidence against specified criteria and standards.
- Implement feedback strategies that support learner development and improvement.
- Demonstrate the ability to moderate assessment processes and decisions.
- Design assessment activities that integrate embedded knowledge and practical skills.

WHO SHOULD ATTEND

- This course is designed for assessors, moderators, and training practitioners who are responsible for evaluating learner performance against unit standards or qualifications.

COURSE OUTLINE

Day 1: Introduction to Interpreting Process Assessment

- Overview of interpreting process assessment.
- The importance of process assessment in evaluation.
- Stakeholder analysis: assessors, interpreters, and clients.
- SAQA unit standards and NQF alignment.
- Ethical guidelines and confidentiality.
- Introduction to assessment criteria and rubrics.

Day 2: Foundational Concepts in Interpreting

- Cognitive processing in interpreting.
- Modes of interpreting: consecutive, simultaneous, sight translation.
- Language competence and bidirectional skills.
- Common interpreting errors: omissions, additions, distortions.
- Models of interpreting: Gile's Effort Model, etc.
- Practical exercises in identifying process stages.

Day 3: Assessment Design Principles for Interpreting

- Assessment design frameworks.
- Mapping assessment to unit standard 116799.
- Creating rubrics for process assessment.
- Formative vs. summative assessment strategies.
- Validity, reliability, and fairness in assessment.
- Sample assessment task development.

Day 4: Observation and Data Collection Techniques

- Observation techniques in interpreting assessment.
- Recording protocols and ethics.
- Checklists for process indicators.
- Rating scales for fluency, accuracy, and coherence.
- Evidence collection: transcripts, logs, annotations.
- Data management and confidentiality.

Day 5: Analysing Interpreting Processes

- Process analysis frameworks.
- Error analysis: categories and severity.
- Meaning preservation and equivalence.
- Discourse analysis in interpreting.
- Feedback techniques for process improvement.
- Case studies of interpreting analysis.

Day 6: Assessing Interpreter Competence and Skills

- Linguistic competence assessment.
- Cultural and contextual knowledge.
- Memory and note-taking evaluation.
- Multitasking and attention management.
- Professional ethics and conduct.

- Combining competence and process assessment.

Day 7: Feedback and Reporting in Assessment

- Report writing for interpreting assessment.
- Verbal feedback strategies.
- Using assessment for continuous professional development.
- Handling difficult conversations.
- Documentation and record-keeping.
- Quality assurance in reporting.

Day 8: Standardisation and Moderation of Assessments

- Moderation principles in assessment.
- Standardisation meetings and practices.
- Peer moderation exercises.
- Calibration of scoring rubrics.
- Handling disagreements and appeals.
- Quality control mechanisms.

Day 9: Technology and Tools in Interpreting Assessment

- Recording devices and software.
- Transcription and annotation tools.
- Remote assessment platforms.
- Data security and confidentiality.
- Technology integration strategies.
- Hands-on practice with tools.

Day 10: Specialised Contexts and Genres

- Medical interpreting assessment.
- Legal interpreting assessment.
- Conference interpreting assessment.
- Terminology and register evaluation.
- Genre-specific challenges.
- Case studies from specialised settings.

Day 11: Practical Assessment Simulations

- Simulation design and setup.
- Conducting live assessments.
- Peer assessment and feedback.
- Facilitator debriefing.
- Reflection on assessment practice.
- Improvement strategies.

Day 12: Integration, Review, and Certification

- Integration of learning.
- Personal action planning.
- Final assessment task.
- Course review and Q&A.
- Certification process.
- Networking and next steps.

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 **15 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 47,100.00	R 47,100.00
1	In-House	R 61,300.00	R 61,300.00
1	On-Campus (Pretoria)	R 70,700.00	R 70,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	18 Aug 2026	On-Campus	Mauritius
04 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	21 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	24 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Dubai, 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 116799) 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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