



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 Management For Professional Contexts Training

Communication Studies and Language / Communication Studies

Unit Standard 116801 · NQF Level 7 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips managers and aspiring managers with the essential skills to effectively manage interpretation services in professional contexts. It focuses on planning, coordinating, and evaluating interpreting assignments to ensure quality and ethical standards are met.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	116801
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

- Apply management principles to plan and coordinate interpreting assignments in professional contexts.
- Analyze the ethical and professional standards required in interpreting management.
- Evaluate the quality of interpreting services and implement improvement strategies.
- Design systems for scheduling, resource allocation, and performance monitoring of interpreters.
- Demonstrate effective communication and conflict resolution skills in managing interpreter teams.
- Implement procedures for managing multilingual and multicultural interpreting environments.

WHO SHOULD ATTEND

- This course is designed for managers, team leaders, and supervisors who oversee interpreting services in corporate, government, or conference settings, as well as interpreters seeking to move into management roles.

COURSE OUTLINE

Day 1: Introduction to Interpreting and the SAQA Context

- Overview of SAQA and the NQF framework
- Introduction to interpreting: definitions and history
- Modes of interpreting: consecutive, simultaneous, whispered
- The interpreter's role in legal, medical, and business settings
- Ethical principles: confidentiality, impartiality, accuracy
- Professional codes of conduct and accountability

Day 2: Language Proficiency and Discourse Analysis

- Language proficiency requirements for interpreters
- Discourse analysis: cohesion, coherence, and pragmatics
- Register and style: formal vs. informal language
- Handling idioms, metaphors, and culturally bound terms
- Active listening techniques
- Note-taking fundamentals for consecutive interpreting

Day 3: Consecutive Interpreting Techniques

- Note-taking systems: symbols, abbreviations, and layout
- Memory techniques: chunking, visualization, and association
- Segmentation and reformulation strategies
- Practising with 2-3 minute speeches
- Self-assessment and error analysis
- Peer feedback on delivery and accuracy

Day 4: Simultaneous Interpreting Fundamentals

- Cognitive load theory in simultaneous interpreting
- Split attention: listening and speaking concurrently
- Shadowing exercises
- Décalage: time lag and ear-voice span
- Introduction to interpreting equipment
- Booth etiquette and team interpreting protocols

Day 5: Advanced Simultaneous Interpreting and Coping Strategies

- Coping strategies: anticipation, compression, and omission
- Handling numbers, acronyms, and proper nouns
- Strategies for technical or specialised content
- Practising with increasing speed and complexity
- Self-monitoring: error detection and repair
- Peer review of simultaneous performances

Day 6: Interpreting in Legal Contexts

- Overview of South African court structure
- Roles of legal interpreters: rights and responsibilities
- Legal terminology: common terms and phrases
- Interpreting oaths, witness testimony, and judgments
- Ethical dilemmas in legal interpreting

- Role-play: mock trial interpreting exercises

Day 7: Interpreting in Medical and Healthcare Settings

- Medical terminology basics: anatomy, symptoms, treatments
- Patient confidentiality and POPIA compliance
- Interpreting in consultations, assessments, and informed consent
- Emergency and end-of-life interpreting
- Cultural competence in healthcare
- Role-play: doctor-patient scenarios

Day 8: Interpreting in Business and Conference Settings

- Business terminology: finance, strategy, and negotiations
- Meeting protocols: agendas, minutes, and Q&A; sessions
- Conference interpreting: booth work with partner
- Managing multilingual panels and presentations
- Team interpreting: relay and chuchotage
- Practising with simulated business meetings

Day 9: Community Interpreting and Public Service

- Community interpreting: definition and contexts
- Power dynamics: interpreter as cultural mediator
- Working with vulnerable populations
- Trauma-informed communication
- Ethical challenges: advocacy vs. neutrality
- Role-play: police interviews, social services

Day 10: Technology and Tools for Interpreters

- Interpreting technology overview: RSI platforms (Zoom, Interprefy)
- Glossary tools: Excel, SDL Multiterm, custom databases
- Note-taking apps and voice recorders
- Remote interpreting best practices
- AI and machine translation: pitfalls and possibilities
- Practising with remote interpreting simulations

Day 11: Professional Practice and Business Skills

- Interpreter CV and portfolio essentials
- Business models: freelancing, agencies, in-house
- Contract negotiation and rate setting
- Invoicing and tax considerations in South Africa
- Networking: associations (SAIT), conferences, online platforms
- CPD: workshops, certifications, and self-study

Day 12: Integrated Assessment and Final Practicum

- Integrated assessment: consecutive and simultaneous tasks
- Simulated scenarios: legal, medical, business, community
- Peer and facilitator feedback
- Self-evaluation and reflection
- Personal development plan
- Course wrap-up and certification information

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
10 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Mauritius
12 Aug 2026	27 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	31 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	01 Sep 2026	On-Campus	Durban, South Africa
18 Aug 2026	02 Sep 2026	On-Campus	Shenzhen, China

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 116801) 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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