



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

Assessment Management For Learning Organisations Training

Education, Training and Development / Adult Learning

Unit Standard 116810 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learning organisation professionals with the competencies to design, implement, and manage effective assessment systems that align with SAQA and NQF requirements. Participants will learn to ensure assessment practices are fair, valid, reliable, and integrated with organisational learning strategies.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	116810
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply assessment principles and practices to design assessment plans for learning programmes.
- Analyse assessment policies and procedures to ensure alignment with organisational learning strategies.
- Evaluate the effectiveness of assessment systems using quality assurance criteria.
- Design assessment instruments that are valid, reliable, and fair for diverse learners.
- Implement moderation processes to ensure consistency and credibility of assessment results.
- Demonstrate the ability to manage assessment records and reporting in compliance with SAQA requirements.

WHO SHOULD ATTEND

- This course is designed for training managers, assessors, moderators, and HR development practitioners responsible for managing assessment processes within learning organisations.

COURSE OUTLINE

Day 1: Foundations of Assessment in Learning Organisations

- Introduction to assessment management
- The learning organisation concept
- Outcomes-based education and assessment principles
- Key assessment terminology (formative, summative, diagnostic)
- Overview of Unit Standard 116810 requirements
- The role of the assessor in a learning organisation
- Ethical considerations in assessment

Day 2: Assessment Design and Planning

- The assessment design process
- Aligning assessments with unit standards
- Validity, reliability, and fairness in assessment
- Types of assessment methods (e.g., portfolios, observations, tests)
- Developing assessment plans
- Creating assessment tools (rubrics, checklists, rating scales)
- Integrating assessment into learning programmes

Day 3: Conducting Assessments and Managing Evidence

- Preparing for assessment sessions
- Conducting assessments: roles and responsibilities
- Evidence collection and management
- Moderation: internal and external
- Providing constructive feedback
- Recording and reporting assessment results
- Dealing with special needs and accommodations

Day 4: Quality Assurance and Assessment Systems

- Quality assurance in education and training
- SAQA and ETQA requirements
- Assessment system design
- Policies and procedures for assessment
- Monitoring and evaluation of assessment
- Continuous improvement cycles
- Case studies: QA in learning organisations

Day 5: Assessment Data Analysis and Decision-Making

- Data collection methods for assessment
- Statistical analysis of assessment data
- Interpreting results: pass rates, item analysis
- Using data for programme improvement
- Reporting to stakeholders (learners, management, funders)
- Data-driven decision-making
- Ethical use of assessment data

Day 6: Managing Assessment Teams and Stakeholder Engagement

- Leadership in assessment management
- Building and managing assessment teams
- Stakeholder identification and engagement
- Communication strategies for assessment
- Conflict resolution in assessment contexts
- Training and development of assessors
- Mentoring and coaching for quality assessment

Day 7: Integration, Evaluation, and Action Planning

- Review of key concepts and integration
- Evaluation frameworks for assessment management
- Self-assessment and peer review
- Developing an assessment management improvement plan
- Preparing for summative assessment (portfolio or exam)
- Final Q&A; and reflection
- Course evaluation and certification

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 **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	10 Aug 2026	On-Campus	Lagos, Nigeria
03 Aug 2026	11 Aug 2026	On-Campus	Mauritius
04 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, 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 116810) 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