



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

Creating Disability Friendly Workplaces And Environments Training

Health Sciences and Social Services / Promotive Health and Developmental Services

Unit Standard 116991 · NQF Level 2 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to create inclusive workplaces that accommodate persons with disabilities. It covers legal frameworks, universal design principles, and practical strategies for removing barriers, ensuring equal opportunities, and fostering a culture of respect and accessibility.

Category	Health Sciences and Social Services
Subfield	Promotive Health and Developmental Services
Unit Standard	116991
Accreditation	SAQA Accredited · NQF Level 2 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the relevant South African legislation and policies, including the Employment Equity Act and the Promotion of Equality and Prevention of Unfair Discrimination Act, to create disability-friendly environments.
- Analyze workplace barriers—physical, attitudinal, and systemic—that hinder full participation of persons with disabilities.
- Evaluate reasonable accommodation measures and design inclusive solutions that meet diverse needs.
- Demonstrate effective communication strategies when interacting with persons with various disabilities.
- Implement universal design principles in the planning and modification of workspaces, services, and procedures.
- Develop a disability inclusion action plan for a specific workplace context.

WHO SHOULD ATTEND

- This course is designed for HR professionals, managers, supervisors, and all employees involved in workplace planning, policy development, or facility management who seek to promote disability inclusion.

COURSE OUTLINE

Day 1: Understanding Disability and the Legal Framework

- What is disability? Models of disability.
- Types of disabilities: physical, sensory, intellectual, psychosocial.
- Overview of relevant South African laws and policies.
- Rights of persons with disabilities in the workplace.
- Employer obligations under the Employment Equity Act.
- Introduction to Universal Design principles.
- Myths and misconceptions about disability.
- Case studies: legal compliance and consequences.

Day 2: Creating an Inclusive Culture and Communication

- Building an inclusive organisational culture.
- Disability etiquette: language, respect, and sensitivity.
- Communication strategies for visual, hearing, and cognitive disabilities.
- Assistive technologies and communication aids.
- Overcoming attitudinal barriers.
- Role of leadership in fostering inclusion.
- Practical exercises: inclusive communication.
- Addressing unconscious bias and microaggressions.

Day 3: Accessibility and Reasonable Accommodation

- What is reasonable accommodation? Legal requirements.
- Types of accommodations: physical, technological, procedural.
- Accessibility standards: building, signage, and ergonomics.
- Digital accessibility: websites, documents, and software.
- Conducting an accessibility audit.
- Cost-benefit analysis of accommodations.
- Case studies: successful accommodations.
- Developing an individual accommodation plan.

Day 4: Inclusive Recruitment, Retention, and Career Development

- Inclusive job advertising and application processes.
- Accessible interview techniques and reasonable adjustments.
- Onboarding employees with disabilities.
- Mentoring and sponsorship programs.
- Performance management and feedback.
- Career development pathways.
- Retention strategies: support networks, flexible work.
- Measuring inclusion: metrics and surveys.

Day 5: Implementation, Monitoring, and Continuous Improvement

- Creating a disability inclusion policy.
- Developing an action plan with timelines and responsibilities.
- Monitoring compliance and gathering feedback.
- Conducting disability awareness training for all staff.
- Engaging with disability organisations and experts.

- Celebrating successes and addressing gaps.
- Continuous improvement: audits and updates.
- Final assessment and action planning workshop.

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 **8 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
06 Jul 2026	10 Jul 2026	On-Campus	Kampala, Uganda
06 Jul 2026	10 Jul 2026	On-Campus	Kinshasa, DRC
06 Jul 2026	10 Jul 2026	On-Campus	Kigali, Rwanda
06 Jul 2026	10 Jul 2026	On-Campus	Luanda, Angola
06 Jul 2026	10 Jul 2026	On-Campus	Mombasa, Kenya
06 Jul 2026	10 Jul 2026	On-Campus	Mbabane, Eswatini
13 Jul 2026	17 Jul 2026	On-Campus	Luanda, Angola
13 Jul 2026	17 Jul 2026	On-Campus	Kigali, Rwanda

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 116991) 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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