



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

Exhibition Installation And Dismantling Management Training

Culture and Arts / Visual Arts

Unit Standard 117518 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to plan, coordinate, and manage the installation and dismantling of exhibition stands and displays. It covers safety protocols, logistics, team management, and client liaison to ensure efficient and professional execution of exhibition projects.

Category	Culture and Arts
Subfield	Visual Arts
Unit Standard	117518
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and coordinate the installation and dismantling of exhibition structures according to specifications and timelines.
- Implement health and safety procedures to ensure a safe working environment during exhibition setup and breakdown.
- Manage logistics, including transport, storage, and handling of exhibition materials and equipment.
- Lead and supervise a team during installation and dismantling operations to ensure efficiency and quality.
- Evaluate completed installations and dismantling processes to identify improvements and ensure client satisfaction.
- Apply problem-solving techniques to address challenges such as last-minute changes or equipment failures.

WHO SHOULD ATTEND

- This course is designed for event coordinators, exhibition managers, logistics supervisors, and anyone responsible for setting up and breaking down exhibition displays at trade shows, conferences, and corporate events.

COURSE OUTLINE

Day 1: Fundamentals of Exhibition Installation and Dismantling

- Introduction to exhibition installation and dismantling management.
- Roles and responsibilities of installation teams.
- Health and safety regulations (OHS Act, PPE requirements).
- Reading and interpreting floor plans and technical specifications.
- Types of exhibition structures: modular systems, custom builds, and temporary structures.
- Materials handling: tools, equipment, and lifting techniques.
- Risk assessment and hazard identification.
- Pre-installation site inspection and checklist.

Day 2: Planning, Logistics, and Installation Techniques

- Creating installation schedules and task allocation.
- Logistics management: transport, warehousing, and just-in-time delivery.
- Assembly techniques for modular and custom exhibits.
- Electrical and AV installations: cabling, lighting, and multimedia setup.
- IT and network infrastructure for exhibitions.
- Quality control checks and standards compliance.
- Communication and teamwork during installation.
- Troubleshooting common installation issues.

Day 3: Dismantling, Post-Event Management, and Practical Integration

- Dismantling planning: sequencing, team roles, and safety.
- Safe removal of structures, electrical, and AV equipment.
- Waste management and recycling best practices.
- Inventory management and asset tracking.
- Damage assessment and reporting.
- Post-event client handover and feedback.
- Case studies: successful installation and dismantling projects.
- Practical simulation: end-to-end management exercise.

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 **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 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 117518) 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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