



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

Legal Compliance For Small Craft Businesses In South Africa Training

Culture and Arts / Visual Arts

Unit Standard 117528 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips small craft business owners and managers with the essential legal knowledge required to operate compliantly in South Africa. Participants will gain a practical understanding of key legislation affecting small businesses, including the National Credit Act, Consumer Protection Act, and basic tax and labour law requirements. The training ensures that entrepreneurs can identify legal risks and implement appropriate compliance measures to protect their businesses.

Category	Culture and Arts
Subfield	Visual Arts
Unit Standard	117528
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify the key legislative frameworks applicable to small craft businesses in South Africa.
- Apply the principles of the Consumer Protection Act to business transactions and customer interactions.
- Analyze the requirements of the National Credit Act in relation to credit sales and financing.
- Implement basic tax compliance measures, including VAT and income tax obligations.
- Evaluate labour law requirements such as basic conditions of employment and health and safety regulations.
- Demonstrate the ability to maintain legally compliant business records and contracts.

COURSE OUTLINE

Day 1: Introduction to South African Legal Framework for Small Craft Businesses

- Overview of the South African legal system (common law, statute law, customary law).
- Key legislation affecting small craft businesses: Companies Act, Consumer Protection Act, Labour Relations Act.
- Regulatory bodies: CIPC, SARS, Department of Labour.
- Forms of business ownership: sole proprietorship, partnership, private company, cooperative.
- Legal requirements for registration and licensing.
- Introduction to compliance risk and consequences of non-compliance.

Day 2: Consumer Protection and Fair Trading Compliance

- Scope and application of the Consumer Protection Act 68 of 2008.
- Consumer rights: right to information, fair value, good quality, and safety.
- Plain language and disclosure requirements for contracts and labels.
- Warranties, implied warranties, and liability for defective goods.
- Cooling-off periods and cancellation rights.
- Handling returns, refunds, and exchanges.
- Prohibited conduct: false advertising, bait marketing, and unconscionable conduct.
- Complaint resolution mechanisms: NCC, ombudsman, and small claims court.

Day 3: Labour Law and Employment Compliance for Small Craft Businesses

- Key labour legislation: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act.
- Essential clauses in an employment contract: duties, remuneration, working hours, leave.
- Minimum wage requirements and sectoral determinations.
- Leave entitlements: annual, sick, family responsibility, maternity.
- Termination of employment: notice periods, unfair dismissal, retrenchment procedures.
- Occupational Health and Safety requirements for small craft workshops.
- Record-keeping and compliance with UIF, COIDA, and Skills Development Levy.
- Handling disputes: CCMA processes and representation.

Day 4: Tax Compliance and Intellectual Property Protection

- Overview of South African tax system: SARS, income tax, VAT, provisional tax.
- Registration requirements: income tax, VAT (thresholds), PAYE.
- Record-keeping for tax purposes: receipts, invoices, expense tracking.
- Filing returns: annual income tax, bi-annual VAT, provisional tax payments.
- Tax deductions and allowances for small businesses.
- Intellectual property basics: trademarks (registration and protection), copyright (automatic protection), registered designs.
- Steps to register a trademark with CIPC.
- Dealing with infringement: cease and desist, litigation.

Day 5: Integrating Compliance into Business Operations and Practical Assessment

- Building a compliance framework: policies, procedures, and monitoring.
- Compliance checklist for daily operations: contracts, labels, employee records, tax filings.
- Risk management: identifying and mitigating legal risks.
- Case studies: common compliance pitfalls for craft businesses.
- Role-play: handling a consumer complaint and a labour dispute.
- Practical assessment: participants complete a compliance self-audit for their own business or a simulated business.
- Review and feedback on assessment.

- Resources for ongoing compliance: government websites, legal advisors, industry associations.

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, 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 117528) 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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