



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

Written Text Quality Assessment Skills Training

Communication Studies and Language / Media Studies

Unit Standard 117539 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to critically assess the quality of written texts, including grammar, style, coherence, and compliance with organisational standards. Participants will learn to apply systematic evaluation criteria and provide constructive feedback to improve written communication.

Category	Communication Studies and Language
Subfield	Media Studies
Unit Standard	117539
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply established criteria to assess the quality of written texts for accuracy, clarity, and consistency.
- Analyze written texts to identify strengths and weaknesses in grammar, punctuation, spelling, and sentence structure.
- Evaluate the coherence, logical flow, and audience appropriateness of written communication.
- Provide constructive feedback and recommendations for improving written text quality.
- Demonstrate the ability to use style guides and organisational standards when assessing texts.

WHO SHOULD ATTEND

- This course is designed for professionals who need to evaluate written content as part of their role, such as editors, proofreaders, content managers, and quality assurance staff in corporate or educational settings.

COURSE OUTLINE

Day 1: Foundations of Written Text Quality Assessment

- Introduction to SAQA unit standard 117539 and the purpose of quality assessment.
- Understanding the dimensions of text quality: accuracy, clarity, conciseness, coherence, and appropriateness.
- Common language errors in South African English: grammar, spelling, punctuation, and usage.
- Developing and applying simple rubrics for evaluating written texts.
- Practical exercise: Assessing short texts (e.g., emails, memos) using rubrics.
- Group discussion on feedback techniques and providing constructive criticism.
- Overview of text types: formal vs. informal, technical vs. general, and their quality benchmarks.

Day 2: Advanced Assessment Techniques and Practical Application

- Advanced quality dimensions: tone, style, register, and audience awareness.
- Evaluating logical structure, argument flow, and coherence in longer texts.
- Techniques for providing detailed, actionable feedback.
- Practical exercise: Assessing a comprehensive report or proposal against a detailed rubric.
- Peer review session: Participants exchange and evaluate each other's assessments.
- Addressing common challenges in assessment: bias, subjectivity, and consistency.
- Integration of assessment skills into workplace contexts: quality assurance processes.
- Final assessment: Participants assess a sample text and provide written feedback for evaluation.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	12 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 117539) 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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