



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

Audio Recording And Sound Transfer Techniques Training

Communication Studies and Language / Communication Studies

Unit Standard 117562 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and practical skills to perform audio recording and sound transfer techniques using industry-standard equipment and software. It covers the setup, operation, and troubleshooting of recording systems, as well as the transfer of audio between analogue and digital formats. Upon completion, learners will be able to produce high-quality audio recordings suitable for broadcast, multimedia, and archival purposes.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	117562
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

- Apply principles of acoustics and sound theory to optimise recording environments.
- Demonstrate correct setup and operation of microphones, mixers, and recording devices.
- Implement audio transfer techniques between analogue and digital formats with minimal signal degradation.
- Analyze recorded audio for quality issues and apply corrective measures.
- Evaluate different recording and transfer workflows to select appropriate methods for specific applications.
- Design a basic audio recording session plan, including equipment selection and signal flow.

WHO SHOULD ATTEND

- This course is designed for sound engineers, multimedia producers, broadcast technicians, and individuals seeking to enter the audio production industry.
- It is also suitable for professionals in related fields who need to enhance their audio recording and transfer competencies.

COURSE OUTLINE

Day 1: Introduction to Audio Recording and Sound Transfer

- Physics of sound: frequency, amplitude, wavelength.
- Microphone types: dynamic, condenser, ribbon.
- Microphone polar patterns: cardioid, omnidirectional, figure-8.
- Audio interfaces: connectivity, preamps, converters.
- Digital audio basics: sampling rate, bit depth.
- Common audio file formats: WAV, AIFF, MP3, FLAC.

Day 2: Recording Techniques and Signal Flow

- Signal flow: microphone > preamp > interface > DAW.
- Gain staging: setting optimal levels to avoid distortion.
- Microphone placement techniques for vocals and instruments.
- DI boxes: active vs passive, impedance matching.
- Headphone monitoring and cue mixes.
- Recording in mono vs stereo.
- Troubleshooting common signal issues.

Day 3: Sound Transfer and Digital Audio Workstations

- DAW overview: interface, tracks, transport controls.
- Recording into a DAW: arming tracks, input monitoring.
- Analogue-to-digital and digital-to-analogue conversion.
- Audio editing: cut, copy, paste, fade in/out.
- Crossfading and comping takes.
- Timecode: SMPTE, MTC, word clock.
- File management: naming conventions, folder structure.

Day 4: Advanced Recording and Transfer Techniques

- Multi-mic techniques: stereo miking (XY, ORTF), close miking.
- Using outboard compressors and EQs in the signal chain.
- Noise reduction: gates, expanders, spectral editing.
- Transferring audio: cassette to digital, vinyl to digital.
- Balanced vs unbalanced audio: XLR, TRS, TS, RCA.
- Impedance matching and line-level signals.
- Patchbays and routing.

Day 5: Integration, Troubleshooting, and Professional Practice

- Project integration: setting up a complete recording session.
- Troubleshooting: ground loops, hum, latency, phase issues.
- Session management: track naming, colour coding, backups.
- Mastering basics: limiting, loudness normalisation (LUFS).
- File delivery: formats, metadata, sample rates.
- Ethics and copyright: permissions, royalty-free material.
- Final assessment: practical recording and transfer task.

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 117562) 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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