



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

Social Housing Payment Management Support Skills Training

Services / Cleaning, Domestic, Hiring, Property and Rescue Services

Unit Standard 117722 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to manage payment processes within the social housing sector, ensuring accurate and timely financial transactions. Participants will gain the ability to support payment management systems, reconcile accounts, and maintain compliance with South African housing regulations.

Category	Services
Subfield	Cleaning, Domestic, Hiring, Property and Rescue Services
Unit Standard	117722
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply payment management principles to process and record housing-related transactions accurately.
- Demonstrate effective use of payment systems and software to support social housing financial operations.
- Analyze payment data to identify discrepancies and implement corrective actions.
- Implement reconciliation procedures to ensure alignment between payment records and financial statements.
- Evaluate compliance requirements related to payment management in the social housing context.
- Design payment support workflows that enhance efficiency and reduce errors.

WHO SHOULD ATTEND

- This course is designed for administrative and support staff working in social housing institutions, including payment clerks, finance assistants, and housing officers responsible for payment processing and management.

COURSE OUTLINE

Day 1: Foundational Concepts in Social Housing Payment Management

- Overview of the social housing sector in South Africa and relevant legislation (e.g., Social Housing Act, SHRA regulations).
- Roles and responsibilities of housing associations, tenants, and funding bodies.
- Principles of financial management: budgeting, cash flow, and internal controls.
- The payment lifecycle: invoicing, collections, receipts, and reconciliations.
- Common challenges: arrears management, subsidy payments, and fraud prevention.
- Introduction to payment systems and record-keeping requirements.
- Case study: Identifying compliance issues in a typical social housing payment scenario.

Day 2: Advanced Applications and Practical Integration

- Managing tenant payments: handling cash, EFT, and subsidy transfers.
- Arrears management: escalation procedures and legal considerations.
- Payment reconciliation: matching receipts to invoices and resolving variances.
- Using payment management software: data entry, reporting, and audit trails.
- Internal controls: segregation of duties, authorization limits, and documentation.
- Stakeholder communication: reporting to funders, auditors, and governing bodies.
- Practical exercise: reconciling a sample payment batch with discrepancies.
- Scenario-based workshop: developing a payment management improvement plan.

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	18 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 117722) 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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