



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

Cigarette Tray Filling Techniques For Manufacturing Training

Agriculture and Nature Conservation / Secondary Agriculture

Unit Standard 117744 · NQF Level 2 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills and knowledge required to efficiently and safely fill cigarette trays in a manufacturing environment. It covers proper handling techniques, quality control checks, and adherence to health and safety standards to ensure product integrity and workplace safety.

Category	Agriculture and Nature Conservation
Subfield	Secondary Agriculture
Unit Standard	117744
Accreditation	SAQA Accredited · NQF Level 2 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate correct cigarette tray filling techniques to maintain product quality and minimize waste.
- Apply health and safety procedures when handling cigarette trays and operating filling equipment.
- Analyze tray filling processes to identify and rectify common defects or inefficiencies.
- Implement quality control checks to ensure filled trays meet specified standards.
- Evaluate workstation layout and ergonomics to improve efficiency and reduce physical strain.
- Maintain accurate production records and communicate deviations to supervisors.

WHO SHOULD ATTEND

- This course is designed for production operators, machine minders, and manufacturing staff involved in cigarette packing or tray filling operations within the tobacco industry.

COURSE OUTLINE

Day 1: Fundamentals of Cigarette Tray Filling

- Overview of cigarette manufacturing process and role of tray filling.
- Types of tray filling machines and their operating mechanisms.
- Safety protocols: machine guarding, emergency stops, and PPE.
- Machine setup: conveyor speed, tray alignment, and product flow.
- Quality checks: weight, count, and density of filled trays.
- Common defects: underfill, overfill, misalignment, and dust contamination.
- Hands-on practice: basic operation and monitoring of filling process.
- Introduction to standard operating procedures (SOPs) and documentation.

Day 2: Advanced Techniques and Troubleshooting

- Advanced parameter adjustments: speed, vibration, and vacuum settings.
- Troubleshooting mechanical faults: jam detection, sensor calibration, and belt tension.
- Preventive maintenance schedule: lubrication, parts replacement, and cleaning procedures.
- Quality assurance: statistical process control (SPC) and defect analysis.
- Changeover procedures for different tray sizes and cigarette types.
- Integration with packing and wrapping stations: synchronisation and buffer management.
- Hands-on practice: troubleshooting simulated faults and conducting maintenance.
- Assessment: practical demonstration of filling techniques and problem-solving.

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 2**.

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
10 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Durban, 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 117744) 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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