



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

Technical Braille Code Communication Skills Training

Education, Training and Development / Adult Learning

Unit Standard 117846 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the technical skills to read, write, and communicate using Braille code in a professional context. It focuses on the application of Braille in technical documentation, data entry, and accessibility compliance, ensuring effective communication for visually impaired individuals in the workplace.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	117846
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply Braille code rules to transcribe text and numerical data accurately.
- Demonstrate proficiency in reading and writing Braille using standard equipment.
- Analyze technical documents and convert them into Braille format.
- Implement Braille communication protocols in a corporate environment.
- Evaluate the quality and accuracy of Braille translations.
- Design accessible communication materials using Braille code.

WHO SHOULD ATTEND

- This course is designed for administrative staff, IT professionals, and communication officers who need to produce or interpret Braille documents as part of their role.
- It is also suitable for individuals seeking to enhance accessibility within their organisation.

COURSE OUTLINE

Day 1: Introduction to Braille and the SAQA Framework

- Overview of Braille: history, Louis Braille, and global adoption
- Introduction to SAQA and the National Qualifications Framework (NQF)
- Unit Standard 117846: purpose, scope, and assessment criteria
- The Braille cell: 6-dot configuration and numbering (dots 1-6)
- Importance of Braille for persons with visual impairments in SA
- Course logistics, expectations, and assessment overview
- Icebreaker: sharing personal motivations for learning Braille

Day 2: Mastering the Braille Alphabet and Basic Punctuation

- Detailed study of Braille alphabet (a-z) patterns and groupings
- Practical exercises: reading and writing letters using Perkins braille or slate and stylus
- Introduction to full cell, capital, and number indicators
- Basic punctuation: comma, full stop, question mark, exclamation mark
- Tactile development activities and sensitivity training
- Common errors and how to avoid them in early learning
- Paired practice: dictation and transcription of simple words

Day 3: Numbers, Contractions, and Grade 1 Braille Fundamentals

- Braille numbers: number sign and numerals 0-9
- Introduction to Grade 1 Braille: purpose and application
- Single-letter contractions and their usage rules
- Reading exercises with mixed letters, numbers, and basic punctuation
- Writing practice: transcribing simple sentences and short paragraphs
- Introduction to Braille formatting: line spacing and margins
- Error identification and correction techniques

Day 4: Grade 2 Braille - Whole Word and Part-Word Contractions

- Grade 2 Braille: rationale and efficiency benefits
- Whole-word contractions: and, for, of, the, with, etc.
- Part-word contractions: ch, sh, th, wh, ed, er, ou, ow
- Contraction rules: when to use and when not to use contractions
- SA-specific considerations in Braille contraction usage
- Progressive reading exercises with increasing complexity
- Dictation practice focusing on contraction application
- Common contraction errors and troubleshooting

Day 5: Advanced Contractions and Special Symbols

- Short-form words: abbreviations like brl, abv, td
- Advanced contractions: ble, ation, ally, ness, less
- Mathematical symbols: plus, minus, equals, multiplication, division
- Scientific notation: basic symbols and their applications
- Formatting indicators: headings, lists, italics, bold
- Reading comprehension exercises with technical content
- Transcription of formatted documents with mixed content
- Quality assurance in Braille production

Day 6: Technical and Computer Braille Codes

- Computer Braille (ASCII Braille): 8-dot cell introduction
- Braille display technology and refreshable Braille devices
- Technical codes for programming languages (basic symbols)
- Specialised symbols for engineering, chemistry, and physics
- Transcribing digital documents: Word files, PDFs, and web content
- Introduction to Braille translation software
- Practical exercise: creating accessible digital documents
- Emerging trends in digital Braille accessibility

Day 7: Braille Formatting and Document Preparation

- Braille formatting standards and guidelines
- Page layout: margins, page numbers, headers and footers
- Document structure: titles, headings, subheadings, paragraphs
- Lists, tables, and columns in Braille format
- Transcribing complex documents: reports, manuals, and forms
- Proofreading and quality checking formatted Braille
- Practical project: formatting a multi-page document
- SA-specific formatting requirements and conventions

Day 8: Practical Application and Communication Skills

- Braille in daily life: labels, notes, personal organisation
- Professional applications: workplace materials and communications
- Creating accessible materials for public information
- Communication strategies for sighted-Braille user interaction
- Practical exercises: Braille menus, signage, and instructions
- Role-play scenarios: workplace and educational settings
- Developing Braille literacy programmes and resources
- Ethical considerations in Braille communication

Day 9: Assessment Integration and Professional Practice

- Final practical assessment: comprehensive transcription exercise
- Integration of alphabet, contractions, formatting, and technical codes
- Professional standards for Braille transcribers in South Africa
- Ethics: accuracy, confidentiality, and cultural sensitivity
- Quality assurance processes in Braille production
- Continuing professional development opportunities
- Course review and reflection on learning journey
- Certification process and next steps for Unit Standard 117846

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	14 Aug 2026	On-Campus	Mauritius
05 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Mauritius
11 Aug 2026	21 Aug 2026	On-Campus	Cape Town, 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 117846) 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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