



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

Learner Progress Report Writing Skills Training

Education, Training and Development / Adult Learning

Unit Standard 117876 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to compile accurate, constructive, and professional progress reports on learner performance. It focuses on applying SAQA-aligned reporting standards, interpreting assessment data, and communicating progress effectively to stakeholders.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	117876
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of effective report writing to compile learner progress reports.
- Analyze assessment results and learner data to identify trends and areas for improvement.
- Evaluate the quality and completeness of progress reports against organisational and SAQA standards.
- Demonstrate the ability to provide constructive feedback in written reports.
- Design a learner progress report template that aligns with institutional requirements.
- Implement strategies to ensure confidentiality and ethical handling of learner information.

WHO SHOULD ATTEND

- This course is designed for educators, trainers, assessors, and training coordinators who are responsible for documenting and reporting learner progress within a formal education or training environment.

COURSE OUTLINE

Day 1: Introduction to Learner Progress Reports and Regulatory Framework

- Overview of SAQA and the NQF framework.
- Purpose of learner progress reports.
- Key terminology: outcomes, competencies, assessment criteria.
- Ethical guidelines and confidentiality.
- Types of reports: formative, summative, diagnostic.
- Audience analysis: learners, employers, funders, moderators.
- Introduction to the unit standard requirements.
- Case study: Sample progress report analysis.

Day 2: Understanding Assessment Data and Evidence Collection

- Types of assessment: formative vs summative.
- Evidence sources: portfolios, observations, tests, projects.
- Data collection tools: checklists, rubrics, rating scales.
- Organising data: spreadsheets, learner management systems.
- Interpreting scores and qualitative feedback.
- Ensuring validity and reliability.
- Practical exercise: Collecting and categorising sample evidence.
- Group discussion: Common data challenges.

Day 3: Structure and Components of a Progress Report

- Standard report sections: header, learner info, course details, competencies, attendance, comments, recommendations.
- Headings and subheadings for clarity.
- Using descriptive language: factual observations.
- Using evaluative language: strengths, areas for improvement.
- Balancing positive and constructive feedback.
- Designing a report template.
- Practical: Draft a report structure for a sample learner.
- Peer review: Feedback on templates.

Day 4: Writing Competency Statements and Progress Descriptions

- Linking statements to assessment criteria.
- Using evidence to support claims.
- Describing progress: from novice to competent.
- Writing about competencies: knowledge, skills, attitudes.
- Examples of effective vs ineffective statements.
- Techniques for specificity: 'The learner can...'.- Practical: Write competency statements for given scenarios.
- Group feedback and refinement.

Day 5: Providing Constructive Feedback and Recommendations

- Principles of constructive feedback: specific, timely, respectful.
- Structuring feedback: sandwich method, STAR technique.
- Writing recommendations: SMART goals.
- Handling underperformance: supportive language.
- Encouraging learner reflection.

- Including learner self-assessment comments.
- Practical: Write feedback and recommendations for sample cases.
- Role-play: Discussing report with a learner.

Day 6: Editing, Formatting, and Quality Assurance of Reports

- Editing for grammar, spelling, and punctuation.
- Consistency in terminology and style.
- Formatting: fonts, margins, headings, spacing.
- Proofreading techniques.
- Quality assurance checklist.
- Moderator requirements and expectations.
- Practical: Edit and format a sample report.
- Peer review: QA checklist application.

Day 7: Integration, Practical Application, and Assessment

- Review of key concepts from Days 1-6.
- Complete report writing simulation: from data to final report.
- Presentation and peer feedback.
- Self-assessment and reflection.
- Strategies for ongoing improvement.
- Resources and templates for workplace use.
- Final Q&A; and course evaluation.
- Certificate of completion information.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 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 117876) 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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