



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

Editing Process Management For Professional Documents Training

Communication Studies and Language / Language

Unit Standard 117949 · NQF Level 7 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to manage the editing process for professional documents, ensuring accuracy, consistency, and adherence to organisational standards. Participants will learn to plan, coordinate, and oversee editing workflows, from initial review to final approval, to produce high-quality documentation.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	117949
Accreditation	SAQA Accredited · NQF Level 7 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply editing process management principles to plan and coordinate document review cycles.
- Analyze document requirements to determine appropriate editing levels and standards.
- Evaluate edited documents for compliance with organisational style guides and quality criteria.
- Design editing workflows that incorporate feedback loops and version control.
- Implement quality assurance measures to ensure consistency across multiple documents.
- Demonstrate effective communication with authors, reviewers, and stakeholders throughout the editing process.

WHO SHOULD ATTEND

- This course is designed for editors, proofreaders, document controllers, and administrative professionals responsible for managing the editing of professional documents in corporate, legal, or technical environments.

COURSE OUTLINE

Day 1: Foundations of Editing Process Management

- Overview of editing process management and its importance.
- The editing cycle: planning, drafting, revising, and finalising.
- Roles and responsibilities in the editing process.
- Establishing style guides and editorial checklists.
- Techniques for tracking changes and version control.
- Quality assurance: proofreading, consistency checks, and compliance with standards.

Day 2: Advanced Applications and Practical Integration

- Collaborative editing tools and platforms (e.g., track changes, comments).
- Managing multiple editors and feedback integration.
- Handling sensitive or complex documents (e.g., legal, technical).
- Risk assessment and contingency planning in editing workflows.
- Conducting post-project reviews and process optimisation.
- Case studies: Applying process management to real-world documents.
- Final assessment: Simulated editing project management scenario.

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 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,000.00	R 23,000.00
1	On-Campus (Pretoria)	R 26,600.00	R 26,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
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	Mauritius
13 Aug 2026	14 Aug 2026	On-Campus	Dubai, 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 117949) 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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