



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

Compile A Portfolio Of Evidence For Assessment Training

Physical, Mathematical, Computer and Life Sciences / Environmental Sciences

Unit Standard 119304 · NQF Level 1 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to compile a comprehensive Portfolio of Evidence (PoE) for assessment purposes. It covers the planning, gathering, and organising of evidence to demonstrate competence against unit standards or qualifications, ensuring compliance with SAQA and ETQA requirements.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Environmental Sciences
Unit Standard	119304
Accreditation	SAQA Accredited · NQF Level 1 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan the compilation of a Portfolio of Evidence by identifying the purpose, scope, and assessment criteria.
- Gather and organise relevant evidence that demonstrates competence against specified outcomes and standards.
- Apply the principles of validity, authenticity, sufficiency, and currency when selecting evidence for the portfolio.
- Evaluate the evidence against the assessment criteria to ensure it meets the required standards.
- Present the Portfolio of Evidence in a structured and accessible format for assessment or moderation.
- Implement strategies to address gaps in evidence and ensure continuous improvement in PoE compilation.

WHO SHOULD ATTEND

- This course is designed for assessors, trainers, and educators who need to compile or guide others in compiling a Portfolio of Evidence for formal assessment.
- It is also suitable for candidates seeking to present their own PoE for recognition of prior learning or qualification completion.

COURSE OUTLINE

Day 1: Foundations of Portfolio of Evidence (PoE) Compilation

- Overview of SAQA and NQF requirements for PoE.
- The role of the PoE in the assessment process.
- Key elements: cover page, CV, declaration, evidence index, and evidence.
- Types of evidence: direct, indirect, and supplementary.
- Criteria for evidence: authenticity, validity, currency, and sufficiency.
- Practical exercise: mapping evidence to unit standard outcomes.
- Common pitfalls and how to avoid them.
- Review and Q&A; session.

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 **3 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	03 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	03 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius

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 119304) 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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