



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

Use Language And Communication In Occupational Learning Programmes Training

Communication Studies and Language / Language

Unit Standard 119460 · NQF Level 2 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the language and communication skills required to engage effectively in occupational learning programmes. It focuses on reading, writing, speaking, and listening within a learning context, enabling learners to access, process, and convey information relevant to their field of study or work.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119460
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 the ability to read and interpret texts relevant to occupational learning programmes.
- Apply appropriate communication strategies to engage in learning activities and group discussions.
- Produce written texts that convey information clearly and accurately for learning purposes.
- Analyze and respond to feedback in a constructive manner to enhance learning outcomes.
- Evaluate own language and communication strengths and areas for development within an occupational context.

WHO SHOULD ATTEND

- This course is designed for learners enrolled in occupational learning programmes, including apprentices, learnership participants, and employees seeking to improve their communication skills for workplace learning and assessment.

COURSE OUTLINE

Day 1: Foundations of Language and Communication in Learning

- Introduction to Unit Standard 119460 and its outcomes
- The communication process: sender, receiver, message, feedback
- Learning styles: visual, auditory, kinesthetic, and their impact on communication
- Reading strategies for occupational texts: skimming, scanning, critical reading
- Writing for learning: note-taking, summarising, and paraphrasing
- Active listening techniques and questioning skills
- Speaking clearly and confidently in group discussions
- Practical exercise: Analysing a short occupational text

Day 2: Advanced Communication and Integration into Learning Programmes

- Communicating in a workplace learning environment: formal vs informal
- Adapting language for different audiences: peers, supervisors, trainers
- Using visual aids and technology to enhance communication
- Barriers to communication and how to overcome them
- Self-assessment of communication strengths and weaknesses
- Developing a personal action plan for communication improvement
- Case study: Integrating communication strategies into a learning programme
- Group activity: Presenting a learning module using effective communication techniques

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
03 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	04 Aug 2026	On-Campus	Mauritius
03 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	12 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 119460) 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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