



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

Design Learning Events Training

Education, Training and Development / Adult Learning

Unit Standard 119763 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to design effective learning events that meet organisational and individual development needs. Participants will learn to analyse training requirements, develop learning objectives, and structure events that facilitate knowledge transfer and skill development in a corporate environment.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	119763
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Design learning events that align with identified training needs and organisational goals.
- Apply adult learning principles to structure engaging and effective learning activities.
- Evaluate the suitability of different delivery methods and resources for specific learning events.
- Develop comprehensive learning event plans including timelines, materials, and assessment strategies.
- Demonstrate the ability to incorporate feedback and continuous improvement into learning event design.
- Analyze the impact of learning events on performance and recommend adjustments as needed.

WHO SHOULD ATTEND

- This course is designed for training coordinators, learning and development practitioners, and HR professionals responsible for planning and designing learning interventions within their organisations.

COURSE OUTLINE

Day 1: Foundations of Learning Event Design

- Introduction to SAQA and the National Qualifications Framework (NQF).
- Unit Standard 119763: purpose and scope.
- Conducting a training needs analysis.
- Defining learning outcomes and objectives using Bloom's taxonomy.
- Principles of adult learning (andragogy).
- Overview of the learning event design process.

Day 2: Designing Learning Content and Activities

- Organising content: sequencing, chunking, and scaffolding.
- Activity types: case studies, role-plays, simulations, and discussions.
- Matching instructional methods to learning styles.
- Selecting and integrating media and technology.
- Developing assessment instruments: rubrics, quizzes, and practical tasks.
- Ensuring alignment between outcomes, activities, and assessments.

Day 3: Facilitation and Delivery Planning

- Creating facilitator guides: session plans, timing, and notes.
- Designing participant workbooks, handouts, and job aids.
- Facilitation skills: questioning, active listening, and handling difficult participants.
- Managing group dynamics and fostering inclusive learning environments.
- Logistics: room setup, materials preparation, and scheduling.
- Risk management: troubleshooting technical issues and adapting on the fly.

Day 4: Assessment and Evaluation of Learning Events

- Types of assessment: diagnostic, formative, and summative.
- Designing practical assessments and knowledge tests.
- Assessment moderation and quality assurance.
- Kirkpatrick's four levels of evaluation.
- Collecting and analysing participant feedback.
- Reporting on learning event outcomes and making recommendations.

Day 5: Integration, Practice, and Portfolio Preparation

- Consolidating the design process: from needs analysis to evaluation.
- Presenting a sample learning event design (group or individual).
- Peer review and constructive feedback.
- Portfolio requirements: collecting and organising evidence.
- Self-assessment and action planning for professional growth.
- Course wrap-up and certification process.

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
22 Jun 2026	26 Jun 2026	On-Campus	Mombasa, Kenya
22 Jun 2026	26 Jun 2026	On-Campus	Mbabane, Eswatini
22 Jun 2026	26 Jun 2026	On-Campus	Nairobi, Kenya
22 Jun 2026	26 Jun 2026	On-Campus	Maseru, Lesotho
22 Jun 2026	26 Jun 2026	In-House	–
22 Jun 2026	26 Jun 2026	On-Campus	Windhoek, Namibia
29 Jun 2026	03 Jul 2026	On-Campus	Maseru, Lesotho
29 Jun 2026	03 Jul 2026	On-Campus	Nairobi, Kenya

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

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