



## 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

# Create A Visual Record Of Artefacts And Features For Archiving Or Publication Training

Human and Social Studies / Traditions, History and Legacies

Unit Standard 119867 · NQF Level 4 · 8 Credits · 5 Days

## COURSE OVERVIEW

This course equips learners with the skills to create accurate visual records of artefacts and features for archiving or publication. Participants will learn to apply photographic and documentation techniques that meet professional standards, ensuring records are suitable for long-term preservation or dissemination.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Human and Social Studies                  |
| Subfield        | Traditions, History and Legacies          |
| Unit Standard   | 119867                                    |
| Accreditation   | SAQA Accredited · NQF Level 4 · 8 Credits |
| Duration        | 5 days                                    |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Apply appropriate photographic techniques to capture clear and detailed images of artefacts and features.
- Demonstrate correct use of scales, lighting, and positioning to ensure accurate visual representation.
- Implement digital image management procedures including file naming, metadata, and storage.
- Evaluate visual records for completeness and quality against archival and publication standards.
- Design a visual record layout suitable for inclusion in reports or publications.
- Analyze ethical and legal considerations related to the reproduction and publication of visual records.

## WHO SHOULD ATTEND

- This course is designed for archaeologists, museum technicians, heritage practitioners, and records management professionals who need to produce visual documentation of artefacts and features for archival or publication purposes.

## COURSE OUTLINE

### Day 1: Introduction to Visual Records and Documentation Principles

- Overview of visual records: photographs, drawings, and digital captures.
- Types of artefacts and features: lithics, ceramics, structures, ecofacts.
- Archival standards: SAQA, SABS, and international guidelines.
- Ethical issues: consent, cultural sensitivity, and copyright.
- Basic equipment: cameras, scales, lighting, and drawing tools.
- Introduction to metadata and cataloguing systems.

### Day 2: Photography Techniques for Artefacts and Features

- Camera types and lenses: DSLR vs. mirrorless, macro lenses.
- Lighting: natural, artificial, diffusers, and reflectors.
- Composition: framing, background, and scale bars.
- Colour calibration: using grey cards and colour checkers.
- Focus and depth of field: stacking for extended depth.
- Hands-on practice: photographing small and large artefacts.

### Day 3: Drawing and Illustration Techniques

- Tools: pencils, pens, drafting film, and digital tablets.
- Measuring techniques: callipers, grids, and photogrammetry basics.
- Drawing conventions: line weights, symbols, and labels.
- Plan drawings: top view of features and layers.
- Section drawings: stratigraphic profiles.
- Combining drawings with photographs: overlays and digital editing.
- Practice: drawing a ceramic vessel and a stone tool.

### Day 4: Digital Capture and Processing

- Introduction to photogrammetry: Agisoft Metashape, RealityCapture.
- Capturing images for 3D: overlapping angles and lighting.
- Processing: aligning photos, building dense cloud, mesh, and texture.
- Image editing: Adobe Photoshop, GIMP – levels, curves, sharpening.
- File formats: TIFF, JPEG, PNG, and DNG for archiving.
- Metadata standards: Dublin Core, EXIF, and IPTC.
- Data backup and storage solutions.

### Day 5: Compilation, Archiving, and Publication Preparation

- Archival structure: folders, naming, README files.
- Publication standards: journal-specific figure requirements.
- Creating figure plates: layout, scale bars, and annotations.
- Writing captions: descriptive, accurate, and referencing.
- Digital repositories: SAHRIS, university archives, and open-access platforms.
- Final project: compile a complete visual record for a given artefact or feature.
- Review and feedback 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 **8 NQF credits** at **NQF Level 4**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 23,000.00        | R 23,000.00 |
| 1         | In-House             | R 29,900.00        | R 29,900.00 |
| 1         | On-Campus (Pretoria) | R 34,500.00        | R 34,500.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                   |
|-------------|-------------|-----------|-------------------------|
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Durban, South Africa    |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Abu Dhabi, UAE          |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Pretoria, South Africa  |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Dubai, UAE              |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Cape Town, South Africa |
| 10 Aug 2026 | 14 Aug 2026 | On-Campus | Mauritius               |
| 17 Aug 2026 | 21 Aug 2026 | On-Campus | Dubai, UAE              |
| 17 Aug 2026 | 21 Aug 2026 | On-Campus | Pretoria, South Africa  |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 119867) 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](mailto: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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