



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

Apply The Promotion Of Access To Information Act In Mediation Training

Business, Commerce and Management Studies / Human Resources

Unit Standard 119928 · NQF Level 5 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips mediators and legal professionals with the knowledge and skills to apply the Promotion of Access to Information Act (PAIA) in mediation contexts. Participants will learn to navigate requests for information, ensure compliance with PAIA requirements, and balance transparency with confidentiality during mediation proceedings.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	119928
Accreditation	SAQA Accredited · NQF Level 5 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of PAIA to evaluate and respond to requests for information during mediation.
- Analyze the interplay between PAIA and confidentiality obligations in mediation.
- Evaluate the grounds for refusal of information under PAIA in a mediation context.
- Design procedures to ensure compliance with PAIA requirements in mediation practice.
- Demonstrate the ability to advise parties on their rights and obligations under PAIA.
- Implement best practices for record-keeping and information management in line with PAIA.

WHO SHOULD ATTEND

- This course is designed for mediators, attorneys, legal advisors, and dispute resolution practitioners who need to understand and apply PAIA within mediation processes.
- It is also suitable for compliance officers and paralegals involved in information requests.

COURSE OUTLINE

Day 1: Understanding and Applying PAIA in Mediation

- Overview of PAIA: purpose, scope, and key definitions.
- The right of access to information vs. confidentiality in mediation.
- Grounds for refusal of access under PAIA.
- Procedures for requesting and providing information in mediation.
- Role of the mediator in facilitating information access.
- Case studies: applying PAIA in mediation disputes.
- Practical exercises: drafting PAIA-compliant mediation agreements.
- Q&A; and wrap-up 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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Mauritius
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 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 119928) 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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