



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Consider A Condonation Application Training

Business, Commerce and Management Studies / Human Resources

Unit Standard 119934 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to evaluate condonation applications in the workplace. It covers the legal and procedural requirements for condonation, ensuring fair and consistent decision-making. Participants will learn to assess applications, identify valid reasons for non-compliance, and make recommendations in line with organisational policies and labour legislation.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	119934
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the legal and policy framework governing condonation applications in the South African workplace.
- Evaluate condonation applications against organisational and legislative criteria.
- Apply principles of fairness and consistency when considering condonation requests.
- Demonstrate the ability to document and communicate decisions on condonation applications.
- Recommend appropriate actions based on the outcome of condonation assessments.
- Implement procedures to manage and track condonation applications effectively.

WHO SHOULD ATTEND

- This course is intended for HR practitioners, labour relations officers, line managers, and anyone responsible for handling employee non-compliance and condonation requests within their organisation.

COURSE OUTLINE

Day 1: Foundations of Condonation Applications

- Overview of SAQA and the NQF Act.
- Definition and purpose of condonation applications.
- Legal basis: Section 28 of the NQF Act and relevant policies.
- Criteria for condonation: exceptional circumstances, undue hardship, and public interest.
- Documentation required for a condonation application.
- Case studies of successful and unsuccessful condonation applications.
- Ethical considerations and professional responsibility.

Day 2: Practical Application and Case Management

- Step-by-step drafting of a condonation application.
- Supporting evidence: affidavits, certificates, and motivational letters.
- Reviewing and responding to SAQA queries and rejections.
- Role-play: presenting a condonation application to a panel.
- Managing timelines and submission procedures.
- Practical workshop: peer review and revision of sample applications.
- Final assessment: submit a mock condonation application for evaluation.

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 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 119934) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za