



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

Manage And Conduct An Arbitration Process Training

Business, Commerce and Management Studies / Human Resources

Unit Standard 119941 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively manage and conduct arbitration processes in accordance with South African legislation and best practices. Participants will gain the competence to facilitate fair and efficient resolution of disputes through arbitration, ensuring procedural integrity and legally sound outcomes.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	119941
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles and legal framework governing arbitration in South Africa.
- Analyze dispute scenarios to determine suitability for arbitration and appropriate procedures.
- Design an arbitration process including terms of reference, timelines, and procedural rules.
- Implement arbitration hearings by managing evidence, witnesses, and submissions effectively.
- Evaluate the arbitration outcome and draft an enforceable arbitration award.
- Demonstrate ethical conduct and impartiality throughout the arbitration process.

WHO SHOULD ATTEND

- This course is designed for dispute resolution practitioners, legal advisors, human resource professionals, and managers who are responsible for conducting or overseeing arbitration proceedings within their organizations or as independent practitioners.

COURSE OUTLINE

Day 1: Introduction to Arbitration and the Legal Framework

- Definition and purpose of arbitration.
- Overview of alternative dispute resolution (ADR) methods.
- The Arbitration Act 42 of 1965 and recent amendments.
- International influences: UNCITRAL Model Law.
- Role of the arbitrator and parties.
- Ethical considerations for arbitrators.

Day 2: The Arbitration Agreement and Jurisdiction

- Essential elements of an arbitration agreement.
- Separability of the arbitration clause.
- Kompetenz-kompetenz doctrine.
- Jurisdictional challenges and court intervention.
- Multi-tiered dispute resolution clauses.
- Practical drafting exercises.

Day 3: Appointment of the Arbitrator and Preliminary Steps

- Selection criteria: qualifications, impartiality.
- Appointment procedures (institutional vs ad hoc).
- Preliminary meetings and procedural orders.
- Managing conflicts of interest.
- Security for costs and deposits.
- Case management techniques.

Day 4: Conducting the Arbitration Hearing – Evidence and Procedure

- Evidence in arbitration: admissibility and weight.
- Witness statements and cross-examination.
- Document production and discovery.
- Procedural orders and timetables.
- Hearing conduct and decorum.
- Recording and transcription.

Day 5: Interim Measures and Emergency Arbitrator

- Types of interim measures.
- Standards for granting interim relief.
- Emergency arbitrator provisions.
- Court-ordered interim measures.
- Security and costs.
- Practical scenarios.

Day 6: The Arbitral Award – Deliberation and Drafting

- Types of awards: final, interim, consent.
- Requirements: form, content, reasons.
- Deliberation process.
- Drafting award with reasoning.
- Correction and interpretation of awards.

- Setting aside awards under the Act.

Day 7: Enforcement of Arbitral Awards and Challenges

- Enforcement of domestic awards.
- Recognition and enforcement under New York Convention.
- Grounds for refusal of enforcement.
- Appeals and setting aside.
- Practical enforcement steps.
- Case studies.

Day 8: Complex Arbitration Issues and Ethics

- Multi-party arbitration.
- Consolidation and joinder.
- Complex procedural issues.
- Ethical duties: impartiality, disclosure.
- Bias and challenges.
- Diversity and inclusion in arbitration.

Day 9: Practical Integration and Mock Arbitration

- Mock arbitration scenario.
- Pre-hearing conference.
- Conduct of hearing.
- Deliberation and award drafting.
- Feedback and debrief.
- Action plan for professional development.

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 **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Mauritius
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 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, open the page for this course (Unit Standard 119941) 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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