



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

Obtain Issue And Cancel A Work Permit Training

Physical Planning and Construction / Civil Engineering Construction

Unit Standard 120216 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to obtain, issue, and cancel work permits in compliance with South African immigration and labour legislation. Participants will understand the legal framework, application procedures, and cancellation processes to ensure proper administration of work permits.

Category	Physical Planning and Construction
Subfield	Civil Engineering Construction
Unit Standard	120216
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the legal framework governing work permits in South Africa.
- Apply procedures to obtain and issue work permits in accordance with relevant legislation.
- Evaluate applications for work permits against eligibility criteria.
- Implement cancellation processes for work permits when required.
- Analyze the rights and obligations of employers and foreign workers under work permit conditions.
- Maintain accurate records and documentation related to work permit administration.

WHO SHOULD ATTEND

- This course is ideal for HR professionals, immigration officers, legal advisors, and administrative staff responsible for managing work permit applications and cancellations within organisations or government departments.

COURSE OUTLINE

Day 1: Foundations of Work Permits and Legal Framework

- Overview of the Immigration Act and relevant regulations
- Types of work permits: general, critical skills, intra-company transfer, etc.
- The work permit application process: requirements and documentation
- Rights and obligations of permit holders and employers
- Penalties for illegal employment and permit violations
- Case studies on work permit compliance

Day 2: Obtaining and Issuing Work Permits

- Detailed application procedures for different work permit categories
- Document checklist: contracts, qualifications, proof of experience, etc.
- Completing the BI-1738 and other relevant forms
- Submission channels: online, walk-in, and courier
- Processing times and status tracking
- Common reasons for application rejection and how to address them
- Practical exercise: completing a sample application

Day 3: Cancelling Work Permits and Practical Integration

- Grounds for cancellation: expiry, breach of conditions, fraud, etc.
- Voluntary cancellation: employer or worker initiated
- Involuntary cancellation: Department of Home Affairs actions
- Notification requirements and appeals process
- Consequences of cancellation: deportation, blacklisting, and penalties
- Role-play scenarios: handling cancellation situations
- Recap and integration: from application to cancellation
- Final assessment and Q&A;

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 **6 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
17 Aug 2026	19 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 120216) 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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