



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

Demonstrate An Understanding Of Drawing Office Procedures Training

Manufacturing, Engineering and Technology / Engineering and Related Design

Unit Standard 120229 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of drawing office procedures, including document management, quality assurance, and workflow coordination. It ensures that participants can effectively contribute to the efficient operation of a drawing office within engineering and technical environments.

Category	Manufacturing, Engineering and Technology
Subfield	Engineering and Related Design
Unit Standard	120229
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the role and function of a drawing office within an organization.
- Apply standard drawing office procedures for document control, filing, and retrieval.
- Analyze the importance of quality assurance and compliance with relevant standards in drawing production.
- Evaluate the impact of effective communication and coordination within the drawing office workflow.
- Implement procedures for maintaining drawing office equipment and resources.
- Demonstrate an understanding of health, safety, and environmental considerations in the drawing office.

WHO SHOULD ATTEND

- This course is designed for drafters, CAD technicians, engineering designers, and technical supervisors who work in or interact with drawing offices.
- It is also suitable for professionals seeking to formalize their understanding of drawing office best practices.

COURSE OUTLINE

Day 1: Introduction to Drawing Office Procedures

- Overview of drawing office functions and responsibilities.
- Types of drawings and their uses (e.g., assembly, detail, schematic).
- Drawing numbering systems, revision control, and document management.
- Filing and retrieval procedures for hardcopy and electronic drawings.
- Introduction to relevant SANS standards and organisational procedures.
- Health and safety considerations in the drawing office.
- Communication protocols within the drawing office and with other departments.
- Practical exercise: locating and filing a set of sample drawings.

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 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	31 Jul 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	03 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	10 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 120229) 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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