



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

Conduct A Formal Pre Assessment Interview With Clients Training

Health Sciences and Social Services / Promotive Health and Developmental Services

Unit Standard 120274 · NQF Level 3 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to conduct formal pre-assessment interviews with clients, ensuring accurate identification of training needs and appropriate assessment planning. It covers interviewing techniques, ethical considerations, and documentation requirements aligned with SAQA standards.

Category	Health Sciences and Social Services
Subfield	Promotive Health and Developmental Services
Unit Standard	120274
Accreditation	SAQA Accredited · NQF Level 3 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate questioning techniques to gather relevant information during pre-assessment interviews.
- Analyze client responses to identify training needs and assessment requirements.
- Evaluate ethical and confidentiality considerations when handling client information.
- Design a formal pre-assessment interview plan based on client context and assessment criteria.
- Demonstrate effective communication skills to establish rapport and clarify expectations.
- Implement recording and reporting procedures to document interview outcomes.

WHO SHOULD ATTEND

- This course is designed for assessors, trainers, and HR professionals responsible for conducting pre-assessment interviews with clients to determine training and development needs.

COURSE OUTLINE

Day 1: Foundations of the Formal Pre-Assessment Interview

- Introduction to Unit Standard 120274 and the role of pre-assessment interviews.
- Ethical and legal considerations: confidentiality, informed consent, and client rights.
- Preparing for the interview: reviewing referral information, identifying assessment needs, and setting the agenda.
- Communication skills: active listening, open-ended questioning, and paraphrasing.
- Structuring the interview: opening, information gathering, clarifying expectations, and closing.
- Documenting interview outcomes: recording client responses, identifying barriers, and agreeing on next steps.
- Practical exercise: role-play a formal pre-assessment interview with peer feedback.
- Integration: linking interview findings to assessment planning and unit standard requirements.

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 **4 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
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	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	18 Aug 2026	On-Campus	Durban, 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 120274) 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