



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 Task Analysis And Take Appropriate Action To Address Identified Risks Training

Health Sciences and Social Services / Preventive Health

Unit Standard 120341 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to systematically conduct a task analysis to identify potential risks in the workplace. Participants will learn to evaluate hazards and implement appropriate control measures to mitigate identified risks, ensuring a safer work environment.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	120341
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply task analysis techniques to identify hazards and risks in a given work environment.
- Analyze the identified risks to determine their potential impact and likelihood.
- Evaluate control measures and select appropriate actions to address risks.
- Implement risk control measures in accordance with organizational policies and legal requirements.
- Demonstrate the ability to document and report findings from a task analysis.
- Monitor and review the effectiveness of implemented risk control measures.

WHO SHOULD ATTEND

- This course is designed for health and safety representatives, supervisors, team leaders, and any employees responsible for conducting risk assessments and implementing safety measures in their work areas.

COURSE OUTLINE

Day 1: Understanding Task Analysis and Risk Identification

- Introduction to task analysis: purpose and benefits.
- Steps in conducting a task analysis: breaking down tasks into steps.
- Hazard identification techniques: observation, checklists, and consultation.
- Risk assessment: likelihood, severity, and risk rating.
- Hierarchy of controls: elimination, substitution, engineering, administrative, PPE.
- Appropriate actions: control measures, safe work procedures, and training.
- Documentation: task analysis forms, risk registers, and action plans.
- Practical exercise: conduct a task analysis and propose risk controls.

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	24 Aug 2026	On-Campus	Bangkok, Thailand
25 Aug 2026	25 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
25 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
26 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
27 Aug 2026	27 Aug 2026	On-Campus	Shenzhen, China
28 Aug 2026	28 Aug 2026	On-Campus	Harare, Zimbabwe
31 Aug 2026	31 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 120341) 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