



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

Compile and Present Work Portfolios

Communication Studies and Language / Media Studies

Unit Standard 242546 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to compile and present professional portfolios of work, demonstrating their competence and achievements. It covers the selection of evidence, structuring of portfolios, and presentation techniques to meet industry or assessment requirements. The course ensures learners can showcase their work effectively for career advancement or formal recognition.

Category	Communication Studies and Language
Subfield	Media Studies
Unit Standard	242546
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and organise a portfolio of work to meet specified criteria and objectives.
- Select and compile evidence that demonstrates competence against required standards.
- Structure the portfolio logically with appropriate supporting documentation.
- Present the portfolio effectively to an audience or assessor, using clear communication.
- Evaluate the portfolio against feedback and make improvements for future submissions.
- Demonstrate the ability to reflect on personal learning and development within the portfolio.

WHO SHOULD ATTEND

- This course is designed for professionals, artisans, and learners who need to compile and present portfolios of work for assessment, certification, or career development purposes.
- It is ideal for those seeking to demonstrate their practical skills and knowledge in a structured format.

COURSE OUTLINE

Day 1: Introduction to Portfolio Compilation and SAQA Requirements

- What is a work portfolio?
- Benefits of portfolio assessment
- SAQA Unit Standard 242546 and NQF level requirements
- Types of evidence: direct, indirect, and supplementary
- The portfolio development lifecycle
- Setting objectives and planning your portfolio

Day 2: Identifying and Collecting Evidence

- Mapping evidence to unit standards
- Sources of evidence: work products, testimonials, records
- Authenticity, validity, and sufficiency of evidence
- Collecting evidence from daily work tasks
- Organising evidence using a filing system
- Checklists for evidence collection

Day 3: Structuring and Organising the Portfolio

- Portfolio layout and sections
- Table of contents and cross-referencing
- Labelling and indexing techniques
- Aligning evidence with unit standard outcomes
- Handling confidential information
- Reviewing sample portfolio structures

Day 4: Writing Reflective Statements and Summaries

- Purpose of reflective statements
- The STAR method for structuring reflections
- Writing concise summaries of achievements
- Self-assessment against unit standards
- Grammar and tone in professional writing
- Examples of effective reflective statements

Day 5: Reviewing, Editing, and Quality Assurance

- Self-review checklists
- Peer review process and giving constructive feedback
- Common errors and how to fix them
- SAQA quality assurance criteria
- Finalising document formatting
- Preparing for assessment

Day 6: Presenting and Defending the Portfolio

- Presentation skills for portfolio defence
- Structuring an oral summary
- Anticipating assessor questions
- Using evidence to support claims
- Visual aids and handouts

- Mock defence exercises

Day 7: Assessment Preparation and Finalisation

- Final submission checklist
- Assessment procedures and timelines
- Dealing with gaps: supplementary evidence
- Appeals and reassessment processes
- Maintaining a living portfolio
- Course review and next steps

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	11 Aug 2026	On-Campus	Mauritius
04 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 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 242546) 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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