



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

PAIA and ECTA Compliance for Business

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 243225 · NQF Level 4 · 2 Credits · 1 Day

COURSE OVERVIEW

This course provides a comprehensive understanding of the Promotion of Access to Information Act (PAIA) and the Electronic Communications and Transactions Act (ECTA) in a business context. Participants will learn how to apply these laws to ensure compliance, protect information rights, and manage electronic transactions effectively.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	243225
Accreditation	SAQA Accredited · NQF Level 4 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the purpose and key provisions of PAIA and ECTA as they apply to business operations.
- Apply procedures for handling requests for access to information in compliance with PAIA.
- Analyze the requirements for electronic transactions and signatures under ECTA.
- Evaluate business policies and practices to ensure alignment with PAIA and ECTA requirements.
- Implement measures to protect personal information and ensure data security in electronic communications.
- Demonstrate understanding of the legal implications of non-compliance with PAIA and ECTA.

WHO SHOULD ATTEND

- This course is designed for business managers, compliance officers, legal advisors, and anyone responsible for information management or electronic transactions within their organization.

COURSE OUTLINE

Day 1: Understanding PAIA and ECTA Compliance

- Overview of PAIA (Promotion of Access to Information Act)
- Overview of ECTA (Electronic Communications and Transactions Act)
- Key compliance obligations for businesses
- Handling information requests and responses
- Electronic transactions and signatures
- Data protection and privacy considerations
- Penalties and enforcement mechanisms
- Practical steps for compliance

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 **2 NQF credits** at **NQF Level 4**.

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 243225) 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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