



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

Cost Estimation and Quotation Development

Manufacturing, Engineering and Technology / Manufacturing and Assembly

Unit Standard 243340 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to accurately estimate costs and develop comprehensive quotations for products or services. Participants will learn to analyze project requirements, calculate direct and indirect costs, and prepare professional quotations that meet organizational and client expectations.

Category	Manufacturing, Engineering and Technology
Subfield	Manufacturing and Assembly
Unit Standard	243340
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

- Analyze project specifications to identify all cost elements required for accurate estimation.
- Apply appropriate costing methods to calculate direct and indirect costs.
- Develop detailed quotations that include scope, pricing, terms, and conditions.
- Evaluate quotations for accuracy, completeness, and compliance with organizational policies.
- Implement cost control measures to ensure quotation profitability.
- Demonstrate effective communication skills when presenting quotations to clients.

WHO SHOULD ATTEND

- This course is designed for procurement officers, estimators, project managers, and small business owners who are responsible for preparing cost estimates and quotations in their roles.

COURSE OUTLINE

Day 1: Introduction to Cost Estimation and Quotation Development

- Overview of cost estimation and its role in business.
- Key terms: direct costs, indirect costs, overheads, profit margins.
- Types of cost estimates: order of magnitude, budgetary, definitive.
- The quotation process: from inquiry to submission.
- Legal and ethical considerations in quotations.
- Introduction to unit standards and SAQA requirements.

Day 2: Cost Classification and Cost Behavior

- Fixed costs: definition and examples.
- Variable costs: definition and examples.
- Semi-variable costs and step costs.
- Cost behavior analysis and relevance to estimation.
- Product costs vs. period costs.
- Practical examples of cost classification.

Day 3: Costing Methods and Techniques

- Job costing: definition and application.
- Process costing: when to use and how it works.
- Activity-based costing (ABC): benefits and steps.
- Direct material cost estimation.
- Direct labor cost estimation.
- Overhead allocation methods (traditional and ABC).
- Regression analysis for cost estimation.
- Case studies on costing methods.

Day 4: Pricing Strategies and Profit Margins

- Pricing strategies: cost-plus, value-based, competitive.
- Markup vs. margin: definitions and calculations.
- Factors influencing pricing decisions.
- Break-even analysis.
- Pricing for different customer segments.
- Ethical pricing practices.
- Case study: pricing a product/service.

Day 5: Quotation Development Process

- Components of a quotation: header, scope of work, pricing, terms and conditions.
- Writing clear and unambiguous scope of work.
- Incorporating terms of payment, delivery, and validity.
- Legal requirements: consumer protection, contract law.
- Using quotation templates and software.
- Reviewing and approving quotations.
- Common mistakes in quotations and how to avoid them.

Day 6: Risk Analysis and Contingency Planning

- Types of risks: market, technical, financial, operational.

- Risk identification techniques.
- Quantifying risk: expected value, sensitivity analysis.
- Contingency: purpose and calculation.
- Risk mitigation strategies.
- Incorporating risk into quotations.
- Case study: risk analysis for a project.

Day 7: Review, Practical Application, and Assessment

- Review of key concepts.
- Comprehensive case study: from cost estimation to quotation.
- Peer review and feedback on quotations.
- Assessment preparation: portfolio of evidence.
- Final assessment: written test and practical demonstration.
- Course evaluation and feedback.

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	Johannesburg, South Africa
04 Aug 2026	12 Aug 2026	On-Campus	Mauritius
05 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Mauritius

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 243340) 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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