



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

Film and Television Production Preparation

Communication Studies and Language / Media Studies

Unit Standard 243961 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the practical skills and knowledge required to effectively prepare for film and television productions. It covers essential pre-production activities including script breakdown, scheduling, budgeting, resource coordination, and crew management to ensure smooth production execution.

Category	Communication Studies and Language
Subfield	Media Studies
Unit Standard	243961
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze a script to identify production requirements such as cast, locations, props, and equipment.
- Develop a production schedule and call sheet that sequences scenes efficiently.
- Compile a production budget by estimating costs for crew, equipment, locations, and post-production.
- Coordinate resources including personnel, equipment, and permits to meet production timelines.
- Apply health and safety protocols and risk assessment procedures for on-set operations.
- Demonstrate effective communication and leadership skills during pre-production meetings and rehearsals.

WHO SHOULD ATTEND

- This course is ideal for aspiring production coordinators, assistant directors, production managers, and film students who need foundational preparation skills for film and television shoots.

COURSE OUTLINE

Day 1: Introduction to Film and Television Production

- Overview of the production pipeline: pre-production, production, post-production
- Key personnel: producer, director, production manager, etc.
- Types of productions: film, TV drama, documentary, commercial
- The role of the production coordinator
- Introduction to production documentation
- Script breakdown basics
- Budgeting and scheduling fundamentals
- Legal and safety considerations

Day 2: Script Analysis and Breakdown

- The script breakdown process
- Identifying props, costumes, locations, and special effects
- Creating breakdown sheets
- Using breakdown software (e.g., Movie Magic Scheduling)
- Script formatting and industry standards
- Reading scripts for technical requirements
- Collaboration with director and department heads
- Case study: script breakdown example

Day 3: Scheduling and Budgeting

- Principles of production scheduling
- Stripboard scheduling techniques
- Creating a call sheet
- Budget categories: above-the-line vs below-the-line
- Estimating costs for crew, equipment, locations
- Contingency planning
- Software tools for scheduling and budgeting
- Practical exercise: build a schedule and budget

Day 4: Location Scouting and Logistics

- Location scouting process: research, visits, documentation
- Location release forms and permits
- Risk assessments and safety plans
- Transport and accommodation logistics
- Catering and craft services
- Communication and call sheets
- Weather contingencies
- Case study: location challenges

Day 5: Pre-Production Planning and Practical Integration

- Finalizing the production book
- Production meetings and communication
- Rehearsals and tech scouts
- Finalizing crew and equipment
- Insurance and legal documents

- Preparing for the first day of shooting
- Contingency planning
- Course review and assessment

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, 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 243961) 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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