



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

Sound Recording and Transfer Techniques

Communication Studies and Language / Media Studies

Unit Standard 243970 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the practical skills and theoretical knowledge required to obtain and transfer sound recordings in a professional environment. Participants will learn to operate sound recording equipment, manage audio files, and apply quality control measures to ensure accurate and high-fidelity sound transfer. The course is designed to meet the standards of the South African Qualifications Authority (SAQA) Unit Standard 243970.

Category	Communication Studies and Language
Subfield	Media Studies
Unit Standard	243970
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

- Demonstrate the ability to select and set up appropriate sound recording equipment for a given environment.
- Apply techniques to capture sound with optimal quality, considering factors such as acoustics and noise.
- Implement procedures for transferring sound recordings between different media and formats.
- Evaluate the quality of sound recordings and perform corrective actions to meet specified standards.
- Manage digital sound files, including naming conventions, metadata, and storage protocols.
- Comply with relevant health, safety, and legal requirements when handling sound recording equipment and materials.

WHO SHOULD ATTEND

- This course is ideal for audio technicians, multimedia specialists, content creators, and records management professionals who need to capture, transfer, and store sound recordings in various media formats.

COURSE OUTLINE

Day 1: Fundamentals of Sound and Recording Equipment

- Physics of sound: wave properties, decibels, and the audible spectrum.
- Microphone types: dynamic, condenser, ribbon, and their polar patterns.
- Audio interfaces: preamps, converters, and connectivity.
- Mixing consoles: channels, buses, and signal flow.
- Cables and connectors: XLR, TRS, RCA, and digital connections.
- Monitoring: headphones, speakers, and room acoustics basics.
- Gain staging: setting input levels to avoid distortion and noise.
- Introduction to digital audio workstations (DAWs) for recording.

Day 2: Recording Techniques and Signal Flow

- Microphone placement techniques for vocals, acoustic guitar, drums, and amplifiers.
- Stereo recording methods: XY, ORTF, and spaced pair.
- Signal flow: from input to track, including inserts and sends.
- Setting up a session: sample rate, bit depth, and buffer size.
- Recording multiple takes and comping.
- Managing latency and using direct monitoring.
- Phase coherence: checking and correcting phase issues.
- Using click tracks and count-ins.

Day 3: Editing and Basic Processing

- Non-destructive editing in DAWs: cut, copy, paste, and fades.
- Time-stretching and pitch correction basics.
- Compressors: threshold, ratio, attack, release, and knee.
- Noise gates: reducing background noise and bleed.
- Equalizers: parametric, graphic, and shelving filters.
- De-essing and broadband noise reduction.
- Automation: volume, pan, and effect parameters.
- Organizing sessions: track naming, color coding, and grouping.

Day 4: Advanced Recording and Mixing Concepts

- Parallel compression and distortion techniques.
- Side-chain compression for ducking and pumping effects.
- Reverb types: room, hall, plate, and convolution.
- Delay: slapback, ping-pong, and tempo-synced delays.
- Modulation: chorus, flanger, phaser, and tremolo.
- Mix balance: levels, panning, and stereo width.
- Frequency masking and corrective EQ.
- Bouncing: offline and real-time export, file formats, and dithering.

Day 5: Final Mix, Mastering, and Transfer Techniques

- Final mix review: critical listening and reference tracks.
- Mastering chain: multiband compression, stereo enhancement, and limiting.
- Loudness standards: LUFS, peak levels, and dynamic range.
- File formats: WAV, AIFF, MP3, and FLAC; bit depth and sample rate conversion.
- Transfer methods: USB, Ethernet, cloud, and physical media.

- Metadata: tagging, cue sheets, and documentation.
- Archiving: backup strategies and file organization.
- Troubleshooting common recording and transfer issues.

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
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, 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 243970) 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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