



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Production Management for Actuality Programmes

Communication Studies and Language / Media Studies

Unit Standard 243972 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the practical skills to manage the production of actuality programmes, such as news, documentaries, and live events, from pre-production through to post-production. It covers scheduling, budgeting, resource allocation, and team coordination within a broadcasting or media production environment. Learners will gain the competence to oversee actuality productions efficiently while adhering to industry standards and deadlines.

Category	Communication Studies and Language
Subfield	Media Studies
Unit Standard	243972
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply production management principles to plan and organise actuality programme productions.
- Develop and manage production schedules, budgets, and resource allocations for actuality programmes.
- Coordinate production teams and communicate effectively with stakeholders during the production process.
- Monitor and control production activities to ensure compliance with quality standards and deadlines.
- Evaluate production outcomes and implement improvements for future actuality programmes.
- Demonstrate understanding of legal, ethical, and safety requirements in actuality programme production.

WHO SHOULD ATTEND

- This course is designed for production coordinators, assistant producers, and junior production managers working in television, radio, or digital media who are responsible for managing actuality programmes.
- It is also suitable for individuals aspiring to move into production management roles within the broadcasting industry.

COURSE OUTLINE

Day 1: Introduction to Production Management

- Overview of production management
- The production team: producer, director, production manager
- Phases of production: pre-production, production, post-production
- Basic budgeting principles
- Health and safety considerations

Day 2: Pre-Production Planning

- Scheduling techniques and tools
- Call sheets and production documentation
- Risk assessment and safety planning
- Location scouting and permits
- Equipment and crew logistics

Day 3: Budgeting and Financial Management

- Budget categories: above-the-line vs below-the-line
- Budgeting software and templates
- Tracking expenses and variance analysis
- Negotiation skills
- Financial reporting for stakeholders

Day 4: Crew Management and Communication

- Crew roles and recruitment
- Communication channels and protocols
- Conflict resolution strategies
- Labour laws and contracts
- Team motivation and leadership

Day 5: Production Execution and Logistics

- On-set management techniques
- Talent and crew coordination
- Contingency planning
- Safety compliance and emergency procedures
- Daily wrap and reporting

Day 6: Post-Production Management

- Post-production workflow
- Managing editors and freelancers
- Review and approval processes
- Deliverable formats and standards
- Archiving and asset management

Day 7: Legal and Ethical Considerations

- Copyright and fair use
- Music and footage clearances
- Release forms and contracts
- Ethics in documentary and actuality

- Privacy and defamation law

Day 8: Quality Control and Risk Management

- Quality assurance checklists
- Risk identification and mitigation
- Post-production reviews
- Lessons learned and feedback
- Improvement planning

Day 9: Final Project and Integration

- Final project: mock production plan
- Presentation and peer review
- Integration of all phases
- Career pathways and certification
- Course wrap-up and evaluation

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 **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	14 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	18 Aug 2026	On-Campus	Mauritius
07 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, 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 243972) 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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