



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

Write Terms of Reference for Transport Planning Contracts

Services / Transport, Operations and Logistics

Unit Standard 244245 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to produce a basic terms of reference for transport planning contracts. It covers the process of completing contractual agreements to secure specialist transport planning skills, ensuring clarity and effectiveness in procurement.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	244245
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and describe the key components of a terms of reference for transport planning contracts.
- Apply a systematic process to draft a basic terms of reference that aligns with project objectives and stakeholder requirements.
- Evaluate the scope of work, deliverables, and timelines to ensure they are realistic and achievable.
- Incorporate relevant legal, regulatory, and ethical considerations into the terms of reference.
- Demonstrate the ability to review and finalize a terms of reference document for submission.

WHO SHOULD ATTEND

- This course is designed for transport planners, project managers, procurement officers, and consultants involved in commissioning or managing transport planning studies in South Africa.

COURSE OUTLINE

Day 1: Foundations of Transport Planning Contracts and Terms of Reference

- Introduction to transport planning contracts and ToR
- Legal and regulatory framework: National Land Transport Act, SANS, and SAQA requirements
- Key elements of a ToR: background, scope, objectives, deliverables, timelines, and budget
- Types of transport planning studies: feasibility, traffic impact, master planning, and corridor studies
- Stakeholder identification and engagement strategies
- Quality assurance and compliance considerations

Day 2: Developing and Structuring a Terms of Reference

- Writing SMART objectives and defining the scope of work
- Specifying deliverables: reports, models, drawings, and public participation records
- Setting timelines, budgets, and payment milestones
- Technical specifications: data collection, analysis methods, and software requirements
- Risk identification and mitigation clauses
- Template review and customisation for different contract types
- Peer review and quality control processes

Day 3: Review, Evaluation, and Practical Application of ToR

- Critiquing and improving sample ToR documents
- Procurement processes: RFQ, RFP, and tender evaluation criteria
- Ethical considerations and conflict of interest management
- Finalising a ToR: incorporating stakeholder input and legal review
- Case studies of successful and problematic transport planning projects
- Presentation of drafted ToR and peer 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 **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 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 244245) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za