



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

Recruiting and Selecting People with Disabilities

Education, Training and Development / Adult Learning

Unit Standard 244596 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips HR professionals, recruiters, and line managers with the knowledge and practical skills to recruit and select persons with disabilities into an organisation in a fair, inclusive, and legally compliant manner. It focuses on understanding disability, reasonable accommodation, and adapting recruitment processes to ensure equal opportunities while meeting organisational needs.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	244596
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

- Apply relevant legislation and policies related to the recruitment and selection of persons with disabilities in the South African context.
- Evaluate job requirements and identify reasonable accommodations that enable persons with disabilities to perform essential functions.
- Adapt recruitment and selection processes, including advertising, interviewing, and assessment methods, to be inclusive of persons with disabilities.
- Demonstrate effective communication and interviewing techniques that respect the dignity and capabilities of candidates with disabilities.
- Analyze organisational readiness and develop strategies to support the successful integration of employees with disabilities.
- Implement a structured recruitment and selection plan that ensures equal opportunity and non-discrimination for persons with disabilities.

WHO SHOULD ATTEND

- This course is designed for human resource practitioners, recruitment specialists, line managers, and anyone involved in the recruitment and selection process who seeks to build inclusive workplaces by effectively recruiting and selecting people with disabilities.

COURSE OUTLINE

Day 1: Understanding Disability and the Legal Framework

- Introduction to disability: models and definitions
- South African legislative framework: Employment Equity Act, Code of Good Practice
- Types of disabilities and their potential impact on work
- Myths and stereotypes about disability and employment
- Reasonable accommodation: principles and examples
- The business case for diversity and inclusion

Day 2: Inclusive Recruitment Planning and Job Design

- Job analysis and essential functions
- Writing inclusive job descriptions and specifications
- Accessible recruitment advertising channels
- Partnering with disability employment organisations
- Pre-screening and shortlisting without bias
- Designing accessible application processes

Day 3: Accessible Interviewing and Assessment Techniques

- Structured interviewing and competency-based questions
- Interview accessibility: formats, interpreters, assistive technology
- Avoiding unlawful discrimination in interviews
- Inclusive assessment centres and work samples
- Using job simulations and realistic job previews
- Documenting interview outcomes objectively

Day 4: Making the Offer and Implementing Reasonable Accommodations

- Job offer and contract accessibility
- Accommodation needs assessment process
- Types of reasonable accommodations: physical, technological, procedural
- Cost and funding of accommodations (e.g., Employment Equity Fund)
- Inclusive onboarding and mentorship programmes
- Occupational health and functional capacity evaluations

Day 5: Building an Inclusive Culture and Evaluating Impact

- Retaining employees with disabilities: mentorship, support, career development
- Measuring recruitment and selection outcomes
- Using data to drive continuous improvement
- Addressing attitudinal barriers and unconscious bias
- Developing an inclusive recruitment policy
- Creating a personal action plan for change

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 244596) 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@aatid.co.za · www.aatid.co.za