



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

Publishing Project Specifications Interpretation

Communication Studies and Language / Communication Studies

Unit Standard 246513 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to accurately interpret publishing project specifications, ensuring alignment with client requirements and industry standards. Participants will learn to analyze project briefs, identify key deliverables, and apply specifications to guide production processes. The course bridges the gap between client expectations and practical implementation in publishing environments.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246513
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze publishing project specifications to identify scope, deliverables, and constraints.
- Apply industry-standard terminology and conventions when interpreting specifications.
- Evaluate specifications for completeness, consistency, and feasibility within project parameters.
- Demonstrate the ability to communicate specification requirements to cross-functional teams.
- Implement quality control measures to ensure outputs meet specified criteria.
- Adapt interpretation strategies for different types of publishing projects (print, digital, multimedia).

WHO SHOULD ATTEND

- Publishing professionals, project coordinators, editors, and production managers who need to interpret and implement project specifications accurately.
- Also suitable for individuals transitioning into publishing roles who require a foundational understanding of specification interpretation.

COURSE OUTLINE

Day 1: Fundamentals of Project Specifications Interpretation

- Introduction to project specifications: definition, purpose, and types (e.g., performance, prescriptive, proprietary).
- Structure of a specification document: sections, clauses, schedules, and appendices.
- Key components: scope of work, technical requirements, standards (e.g., SANS, ISO), quality criteria, and acceptance criteria.
- Common terminology and symbols: units, abbreviations, tolerances, and references.
- Interpreting specifications for different project phases: design, procurement, construction/execution, and handover.
- Linking specifications to project plans, drawings, bills of quantities, and contracts.
- Case study: Review a sample specification to identify critical requirements.
- Group exercise: Extract key deliverables and compliance points from a simplified specification.

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 **4 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	17 Aug 2026	On-Campus	Dubai, 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 246513) 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