



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

Publishing Project Quality Assurance

Communication Studies and Language / Communication Studies

Unit Standard 246519 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips publishing professionals with the skills to assure the quality of their own project outputs. Participants will learn to implement quality assurance processes, evaluate outputs against standards, and apply corrective actions to maintain high-quality publishing deliverables.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246519
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply quality assurance principles to own publishing project outputs.
- Evaluate project outputs against predefined quality criteria and standards.
- Identify and document non-conformances in publishing deliverables.
- Implement corrective actions to address quality issues in own work.
- Demonstrate continuous improvement in publishing quality processes.

WHO SHOULD ATTEND

- This course is designed for editors, proofreaders, production coordinators, and other publishing professionals responsible for ensuring the quality of their own work outputs.

COURSE OUTLINE

Day 1: Foundations of Publishing Project Quality Assurance

- Introduction to quality assurance in publishing: definitions, scope, and benefits.
- Overview of relevant quality standards: ISO 9001, SANS, and industry-specific guidelines.
- Quality planning: defining quality objectives, criteria, and metrics.
- Roles and responsibilities in QA for publishing projects.
- Developing quality checklists for editorial, design, and production phases.
- Introduction to risk management in QA: identifying and mitigating quality risks.
- Documentation: quality records, reports, and non-conformance tracking.
- Case study: analysing a real-world publishing QA failure.

Day 2: Implementing and Evaluating QA in Publishing Projects

- Quality control vs. quality assurance: practical distinctions.
- Tools and techniques: Pareto analysis, cause-and-effect diagrams, control charts.
- Conducting quality audits: planning, execution, reporting, and follow-up.
- Inspection methods for proofs, digital assets, and final products.
- Managing non-conformances: corrective and preventive actions.
- Continuous improvement: Plan-Do-Check-Act cycle in publishing.
- Integrating QA with project schedules, budgets, and stakeholder communication.
- Final assessment: developing a QA plan for a sample publishing project.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	18 Aug 2026	On-Campus	Durban, 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 246519) 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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