



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 Document and Information Flow Coordination

Communication Studies and Language / Communication Studies

Unit Standard 246527 · NQF Level 5 · 7 Credits · 4 Days

COURSE OVERVIEW

This course equips learners with the skills to coordinate the flow of publishing documents and information within an organisation. It covers the processes of managing document versions, approvals, and distribution to ensure accurate and timely information flow. Participants will learn to implement effective coordination strategies that support operational efficiency and compliance.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246527
Accreditation	SAQA Accredited · NQF Level 5 · 7 Credits
Duration	4 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of document and information flow coordination to manage publishing processes.
- Analyze document workflows to identify bottlenecks and improve efficiency.
- Evaluate the effectiveness of current information distribution methods and recommend improvements.
- Design a coordinated workflow for publishing documents, including version control and approval processes.
- Implement procedures to ensure accurate and timely distribution of documents and information.
- Demonstrate the ability to maintain records of document flow and coordinate stakeholder communication.

WHO SHOULD ATTEND

- This course is ideal for administrative professionals, publishing coordinators, document controllers, and anyone responsible for managing the flow of documents and information in a publishing or corporate environment.

COURSE OUTLINE

Day 1: Introduction to Document and Information Flow Coordination

- Overview of document and information flow coordination
- The importance of accurate and timely information
- Stakeholder analysis and information requirements
- Principles of document control and version management
- Common barriers to effective information flow
- Introduction to relevant policies and procedures

Day 2: Designing and Implementing Information Flow Processes

- Process mapping for information flow
- Creating standard operating procedures (SOPs)
- Document templates and formatting standards
- Filing systems: physical and electronic
- Version control and revision history
- Tracking and logging document movement
- Role of technology in information flow

Day 3: Quality Assurance and Compliance in Document Management

- Quality assurance principles for documents
- Regulatory requirements (e.g., SAQA, ISO)
- Auditing document control systems
- Identifying and addressing non-conformance
- Corrective and preventive actions
- Continuous improvement in information flow

Day 4: Advanced Coordination and Integration

- Cross-functional information flow coordination
- Integration with project management and ERP systems
- Managing information during organisational change
- Performance metrics for information flow
- Case studies and best practices
- Developing an improvement plan

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 21,500.00	R 21,500.00
1	In-House	R 27,900.00	R 27,900.00
1	On-Campus (Pretoria)	R 32,300.00	R 32,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	20 Aug 2026	On-Campus	Pretoria, 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 246527) 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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