



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

Book Production Process Coordination

Communication Studies and Language / Communication Studies

Unit Standard 246528 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills to coordinate book production processes, from manuscript to finished product. It covers planning, scheduling, resource management, and quality control specific to the publishing industry. Participants will gain the ability to manage workflows, liaise with stakeholders, and ensure timely delivery of publications.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246528
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and schedule book production processes, including editorial, design, printing, and binding stages.
- Coordinate resources, materials, and personnel to ensure efficient workflow and adherence to deadlines.
- Apply quality control measures to monitor production outputs and ensure they meet specifications.
- Communicate effectively with authors, editors, designers, printers, and other stakeholders throughout the production cycle.
- Evaluate production processes and implement improvements to enhance efficiency and reduce costs.
- Demonstrate compliance with industry standards, copyright laws, and contractual obligations.

WHO SHOULD ATTEND

- Publishing professionals, production coordinators, editors, and project managers seeking to enhance their skills in managing book production processes.
- It is also suitable for individuals entering the publishing industry who require a comprehensive understanding of production coordination.

COURSE OUTLINE

Day 1: Introduction to Book Production and Coordination

- Overview of the book production process
- Roles and responsibilities in publishing
- Introduction to production coordination
- Types of publishing and their production requirements
- Key terminology in book production

Day 2: Pre-production Planning and Project Management

- Project management fundamentals for publishing
- Creating a production schedule
- Identifying milestones and critical paths
- Budgeting and resource allocation
- Risk management in production

Day 3: Manuscript Preparation and Editorial Processes

- Manuscript preparation guidelines
- Editorial workflow stages
- Communication with authors and editors
- Quality assurance in editing
- Handling revisions and corrections

Day 4: Design and Layout Coordination

- Book design specifications and briefs
- Typography, grids, and layout
- Cover design process
- Interior design for different genres
- Design approval workflows

Day 5: Typesetting and Prepress

- Typesetting methods and software (InDesign, LaTeX)
- File preparation and preflight
- Proofreading and correction cycles
- Colour management and separations
- Imposition and printing layout

Day 6: Printing Technologies and Paper Selection

- Printing technologies: offset vs digital vs POD
- Paper selection: weight, finish, opacity
- Binding methods: perfect, saddle-stitch, case
- Finishing techniques: lamination, embossing
- Cost analysis for printing choices

Day 7: Print Procurement and Vendor Management

- Writing print specifications
- Request for quotation (RFQ) process
- Printer evaluation criteria
- Contract negotiation and terms

- Vendor communication and follow-up

Day 8: Quality Control and Proofing

- Quality control throughout production
- Press check procedures
- Approval sign-offs and change management
- Colour calibration and proofing standards
- Handling defective materials

Day 9: Digital Publishing and E-book Production

- E-book formats and specifications
- Conversion tools and workflows
- Metadata and ISBN management
- Digital rights management (DRM)
- Distribution channels for e-books

Day 10: Print-on-Demand and Short-run Printing

- Print-on-demand workflow
- Short-run printing considerations
- Cost and inventory management for POD
- Quality control in POD
- Integration with distribution

Day 11: Distribution and Logistics

- Distribution models in publishing
- Warehouse management and stock control
- Shipping and logistics coordination
- Returns processing and management
- International distribution and customs

Day 12: Final Project and Course Review

- Capstone project: create a full production plan
- Presentation and peer feedback
- Review of key concepts and best practices
- Exam preparation and assessment criteria
- Course wrap-up and Q&A;

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	31 Aug 2026	On-Campus	Mauritius
17 Aug 2026	01 Sep 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	01 Sep 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 246528) 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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