



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

Security and Confidentiality Awareness Procedures

Services / Transport, Operations and Logistics

Unit Standard 252374 · NQF Level 2 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills to understand and apply security and confidentiality awareness procedures in the workplace. It focuses on identifying potential security risks, implementing confidentiality measures, and responding to breaches in accordance with organisational policies and legal requirements.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	252374
Accreditation	SAQA Accredited · NQF Level 2 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the principles of security and confidentiality in the workplace.
- Identify potential security risks and threats to information and physical assets.
- Apply procedures to maintain confidentiality of information and prevent unauthorised access.
- Respond appropriately to security breaches and confidentiality incidents.
- Implement measures to safeguard personal and organisational data in line with relevant legislation.

WHO SHOULD ATTEND

- This course is designed for all employees, including administrative staff, managers, and team leaders, who handle sensitive information and require a foundational understanding of security and confidentiality protocols.

COURSE OUTLINE

Day 1: Understanding Security and Confidentiality

- Introduction to security and confidentiality principles
- Legal framework: POPIA, common law, and organisational policies
- Types of sensitive information: personal, financial, proprietary
- Common threats: phishing, social engineering, unauthorised access
- Secure handling, storage, and disposal of information
- Incident reporting procedures
- Role of passwords and access controls
- Consequences of breaches: legal, reputational, financial

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 **3 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, 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 252374) 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