



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

Staff Roster Development and Maintenance

Agriculture and Nature Conservation / Nature Conservation

Unit Standard 253956 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to develop and maintain a staff roster that aligns with operational needs and labour legislation. Participants will learn to create equitable and efficient schedules, manage shift changes, and ensure compliance with South African employment laws. The course aims to reduce scheduling errors and improve workforce productivity.

Category	Agriculture and Nature Conservation
Subfield	Nature Conservation
Unit Standard	253956
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Develop a staff roster based on operational requirements and employee availability
- Apply labour legislation and company policies to roster development
- Analyze staffing needs and adjust rosters to address changes in demand
- Evaluate the effectiveness of a roster and implement improvements
- Demonstrate effective communication of roster changes to staff
- Implement conflict resolution strategies for scheduling disputes

WHO SHOULD ATTEND

- This course is designed for supervisors, team leaders, and HR administrators responsible for staff scheduling in industries such as retail, hospitality, healthcare, and manufacturing.

COURSE OUTLINE

Day 1: Foundational Principles and Practical Application of Staff Roster Development

- Introduction to staff rostering: objectives and challenges
- Legal and policy framework: BCEA, sectoral determinations, and company policies
- Key roster components: shifts, breaks, leave, and overtime
- Methods for calculating staffing needs based on workload and demand
- Strategies for ensuring fairness and avoiding bias in rostering
- Common roster types: fixed, rotating, and flexible shifts
- Step-by-step process for developing a roster from scratch
- Maintenance and communication: updating rosters and handling changes

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 4**.

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
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 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 253956) 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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