



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

Recreation Facility Management Procedures Planning

Culture and Arts / Sport

Unit Standard 254257 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the competencies to plan and establish procedures for managing a recreation facility effectively. It covers the development of operational policies, resource allocation, and compliance with relevant legislation to ensure safe and efficient facility management.

Category	Culture and Arts
Subfield	Sport
Unit Standard	254257
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the requirements and scope of a recreation facility to determine procedural needs.
- Design procedures for managing facility operations, including bookings, maintenance, and safety.
- Implement procedures that align with organisational policies and relevant legislation.
- Evaluate the effectiveness of established procedures and recommend improvements.
- Demonstrate compliance with health, safety, and environmental regulations in facility management.
- Apply resource management techniques to optimise facility usage and sustainability.

WHO SHOULD ATTEND

- This course is designed for facility managers, recreation coordinators, and supervisors responsible for planning and implementing procedures in recreation facilities such as sports centres, parks, and community halls.

COURSE OUTLINE

Day 1: Introduction to Recreation Facility Management

- Overview of recreation facility management
- Types of recreation facilities (e.g., parks, sports complexes, community centres)
- Relevant legislation: Occupational Health and Safety Act, National Environmental Management Act
- Roles and responsibilities of facility managers
- Principles of facility planning and design

Day 2: Operational Planning and Resource Management

- Creating operational plans and schedules
- Staffing models, recruitment, and training
- Budgeting, financial reporting, and cost control
- Procurement procedures and inventory management
- Risk assessment, safety protocols, and insurance

Day 3: Maintenance, Safety, and Compliance

- Preventive and corrective maintenance planning
- Safety signage, emergency exits, and first aid
- Regulatory compliance: OHS Act, fire safety, accessibility
- Inspection checklists and audit procedures
- Waste management and green practices

Day 4: Customer Service, Events, and Marketing

- Customer service standards and complaint handling
- Event planning, logistics, and programme development
- Marketing tools: social media, brochures, partnerships
- User feedback systems and continuous improvement
- Community outreach and stakeholder collaboration

Day 5: Strategic Planning and Practical Integration

- Strategic planning: vision, mission, goals
- Key performance indicators and benchmarking
- Integrating operations, maintenance, finance, and marketing
- Presentation skills and report writing
- Ethics, professionalism, and continuous professional development

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 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 254257) 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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