



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

Time Keeping Records Management

Services / Wholesale and Retail

Unit Standard 254596 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to effectively manage timekeeping records in the workplace. Participants will learn to capture, maintain, and report on employee attendance and leave data in compliance with organisational policies and legislative requirements.

Category	Services
Subfield	Wholesale and Retail
Unit Standard	254596
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of timekeeping records management to capture accurate attendance and leave data.
- Analyse timekeeping records to identify discrepancies and ensure compliance with organisational policies.
- Evaluate the effectiveness of current timekeeping systems and recommend improvements.
- Design a process for maintaining and storing timekeeping records in accordance with legislative requirements.
- Implement procedures for correcting and updating timekeeping records as needed.
- Demonstrate the ability to generate and interpret timekeeping reports for decision-making.

WHO SHOULD ATTEND

- This course is ideal for HR administrators, payroll officers, line managers, and any staff responsible for capturing or overseeing employee time and attendance records.

COURSE OUTLINE

Day 1: Foundations of Time Keeping Records Management

- Overview of relevant legislation (BCEA, Basic Conditions of Employment Act) and SAQA requirements.
- Importance of accurate time records for payroll, compliance, and productivity.
- Types of time keeping systems: manual registers, clock cards, biometric systems, and software.
- Data capture principles: consistency, legibility, and completeness.
- Common errors: transposition, rounding, and unauthorized overtime.
- Introduction to record retention policies and confidentiality.
- Practical exercise: Completing a manual time sheet correctly.

Day 2: Advanced Practices and Integration

- Reconciliation processes: matching time records with attendance and leave data.
- Auditing time records: sampling, exception reporting, and corrective actions.
- Data analysis: calculating overtime, absenteeism trends, and labour costs.
- Integration with payroll systems: data transfer, validation, and error handling.
- Internal controls: segregation of duties, approval workflows, and access restrictions.
- Record storage: electronic vs. physical, backup procedures, and retention schedules.
- Case study: Resolving a time record discrepancy.
- Developing a time keeping policy for an organization.

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 **5 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 Aug 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 254596) 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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