



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@aatid.co.za · Website: www.aatid.co.za

COURSE BROCHURE

Design Specification Writing for Professionals

Culture and Arts / Visual Arts

Unit Standard 255535 · NQF Level 5 · 14 Credits · 11 Days

COURSE OVERVIEW

This course equips professionals with the knowledge and skills to produce clear, accurate, and compliant design specifications. Participants will learn to interpret design briefs, apply specification writing standards, and ensure specifications align with project requirements and regulatory frameworks. The course enhances technical communication and reduces project risks through precise documentation.

Category	Culture and Arts
Subfield	Visual Arts
Unit Standard	255535
Accreditation	SAQA Accredited · NQF Level 5 · 14 Credits
Duration	11 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Interpret design briefs and identify key technical requirements for specification development.
- Apply relevant standards, codes, and regulatory requirements to design specifications.
- Produce clear, concise, and unambiguous design specifications using appropriate terminology and formats.
- Evaluate specifications for completeness, accuracy, and compliance with project objectives.
- Revise and update specifications based on stakeholder feedback and design changes.
- Demonstrate effective communication of technical information to diverse audiences.

WHO SHOULD ATTEND

- This course is ideal for engineers, architects, project managers, technical writers, and other professionals involved in the design, procurement, or construction phases of projects who need to produce or review design specifications.

COURSE OUTLINE

Day 1: Introduction to Design Specifications

- Definition and role of design specifications in engineering and construction
- Stakeholder analysis: client, designer, contractor, regulator
- Types of specifications: prescriptive, performance, proprietary
- Overview of relevant South African standards and legislation
- Course outcomes and assessment criteria

Day 2: Fundamental Principles of Specification Writing

- Principles of clear technical writing
- Common pitfalls: ambiguous language, contradictions, omissions
- Structure: scope, normative references, definitions, requirements
- Incorporating standards and codes (e.g., SANS, ISO)
- Legal aspects: contractual obligations, liability, disclaimers

Day 3: Research and Information Gathering

- Sources: project briefs, drawings, site conditions, regulations
- Interview techniques for eliciting requirements
- Reviewing previous specifications for lessons learned
- Evaluating technical data from suppliers
- Creating a research log and requirements matrix

Day 4: Writing Technical Descriptions and Requirements

- Describing materials: composition, dimensions, finishes
- Performance requirements: strength, durability, environmental conditions
- Quality standards: references to SANS, ISO, or project-specific
- Installation methods and sequence
- Commissioning and testing criteria

Day 5: Incorporating Drawings and Schedules

- Relationship between specifications and drawings
- Cross-referencing: clause numbers, drawing numbers, schedules
- Types of schedules: finishes, door, window, equipment
- Consistency checks and clash detection
- Document control: numbering, revision tracking, approval

Day 6: Advanced Specification Techniques

- MEP specifications: HVAC, electrical, plumbing, fire protection
- Performance-based vs prescriptive: when to use each
- Sustainability: energy efficiency, materials, waste, water
- Life-cycle considerations: durability, maintenance, replacement
- Risk management: specifying contingencies and tolerances

Day 7: Software Tools for Specification Writing

- Overview of specification software: features, benefits
- Creating and managing master specifications
- Using macros and automation for efficiency
- Cloud collaboration: real-time editing, comments, approvals

- BIM integration: linking specifications to models

Day 8: Review, Quality Assurance, and Approval

- Review process: internal, peer, client, regulatory
- Quality checklists: scope, standards, clarity, consistency
- Handling comments and resolving conflicts
- Approval workflow: signatures, dates, records
- Revision control after approval

Day 9: Legal and Contractual Aspects

- Specifications as part of contract documents
- Relationship with conditions of contract (e.g., JBCC, FIDIC)
- Risk allocation: warranties, guarantees, liabilities
- Dispute resolution: variation orders, claims, arbitration
- Public procurement: CIDB, PPPFA, preferential procurement

Day 10: Practical Application and Case Studies

- Group project: write a specification for a given project
- Case studies: examples of good and poor specifications
- Peer critique and revision
- Presentation of specification packages
- Discussion of common challenges and solutions

Day 11: Assessment and Course Wrap-Up

- Final assessment: write a specification section under exam conditions
- Assessment criteria review
- Individual feedback sessions
- Action planning for professional development
- Course evaluation and certification

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 **14 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 40,300.00	R 40,300.00
1	In-House	R 52,400.00	R 52,400.00
1	On-Campus (Pretoria)	R 60,500.00	R 60,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	14 Aug 2026	On-Campus	Dar es Salaam, Tanzania
03 Aug 2026	17 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	18 Aug 2026	On-Campus	Mauritius
05 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	21 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	24 Aug 2026	On-Campus	Mauritius

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 255535) 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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