



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

Event Logistics Functions for Business Operations

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 256114 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to perform logistics functions essential for the successful execution of events or events businesses. It covers the planning, coordination, and control of resources, materials, and services to ensure seamless event operations. By mastering these logistics functions, learners will enhance operational efficiency and contribute to the overall success of event-driven business activities.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	256114
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply logistics principles to plan and coordinate resources for an event or events business.
- Analyze event logistics requirements to determine appropriate suppliers, equipment, and services.
- Implement logistics plans by managing procurement, transportation, and on-site setup and breakdown.
- Demonstrate effective communication and coordination with stakeholders, including vendors and clients.
- Evaluate logistics processes to identify areas for improvement and ensure compliance with health, safety, and quality standards.
- Design contingency plans to address potential logistical disruptions during events.

WHO SHOULD ATTEND

- This course is designed for event coordinators, logistics officers, operations managers, and small business owners in the events industry who are responsible for managing the logistical aspects of events.
- It is also suitable for individuals seeking to enter the events field and build foundational logistics competencies.

COURSE OUTLINE

Day 1: Event Logistics Foundations and Operations

- Introduction to event logistics and its role in business operations.
- Types of events and their logistical needs (corporate, social, trade shows).
- Resource management: equipment, materials, and personnel.
- Venue selection and setup considerations.
- Vendor and supplier coordination.
- Scheduling and timeline management.
- Risk assessment and contingency planning.
- Post-event logistics: teardown, debrief, and reporting.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
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
18 Aug 2026	18 Aug 2026	On-Campus	Durban, 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 256114) 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