



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

Duty Roster Compilation and Management

Services / Transport, Operations and Logistics

Unit Standard 256202 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to compile and manage duty rosters effectively, ensuring fair work allocation and operational efficiency. Participants will learn to apply labour legislation, consider employee preferences, and handle roster changes in a professional environment.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	256202
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to interpret shift requirements and staff availability to draft a balanced duty roster.
- Apply relevant labour legislation and company policies when compiling rosters to ensure compliance.
- Evaluate roster conflicts and propose equitable solutions that maintain productivity and staff morale.
- Design a roster using manual or digital tools, including rotation patterns and leave planning.
- Implement roster changes and communicate updates effectively to all affected staff.
- Analyze roster data to identify trends and optimize future scheduling.

WHO SHOULD ATTEND

- Supervisors, team leaders, and managers responsible for scheduling staff in various sectors such as hospitality, retail, healthcare, and manufacturing.

COURSE OUTLINE

Day 1: Duty Roster Compilation and Management

- Introduction to duty rosters: purpose, benefits, and types
- Legal framework: Basic Conditions of Employment Act, sectoral determinations, and company policies
- Factors influencing roster design: workload, skills, preferences, and labour legislation
- Steps in compiling a roster: data collection, shift patterns, and allocation
- Tools for roster management: spreadsheets, software, and manual methods
- Handling roster changes: absenteeism, leave, and overtime
- Communication strategies for roster dissemination and feedback
- Monitoring and evaluating roster performance: metrics and continuous improvement

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 3**.

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
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 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 256202) 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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