



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

Administrative Adjudication of Road Traffic Offences Act

Law, Military Science and Security / Safety in Society

Unit Standard 256517 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of the Administrative Adjudication of Road Traffic Offences (AARTO) Act, its purpose, and its operational framework. Participants will gain the knowledge to interpret the Act's provisions, manage infringement notices, and apply the demerit points system effectively within their organisations.

Category	Law, Military Science and Security
Subfield	Safety in Society
Unit Standard	256517
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the purpose, scope, and key provisions of the AARTO Act.
- Apply the procedures for issuing and processing infringement notices and courtesy letters.
- Analyze the demerit points system and its implications for drivers and employers.
- Evaluate the roles and responsibilities of adjudication officers and enforcement authorities.
- Implement the processes for representations, appeals, and enforcement of decisions.
- Assess the impact of the AARTO Act on road traffic management and compliance.

WHO SHOULD ATTEND

- This course is designed for traffic law enforcement officers, fleet managers, legal advisors, and administrative staff responsible for processing road traffic infringements.
- It is also suitable for anyone seeking to understand the AARTO Act's impact on road safety and compliance.

COURSE OUTLINE

Day 1: Understanding the AARTO Act

- Overview of the AARTO Act and its objectives
- Types of infringements: moving violations, non-moving violations, and criminal offences
- The demerit point system and its implications for drivers
- Issuance of infringement notices and courtesy letters
- Procedures for payment, representation, and contesting infringements
- The role of the RTIA, adjudicators, and the Appeals Board
- Enforcement orders and consequences of non-compliance
- Case studies: applying AARTO procedures to real-world situations

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 4**.

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
11 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	18 Aug 2026	On-Campus	Harare, Zimbabwe
18 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
19 Aug 2026	19 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 256517) 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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