



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

Coin and Token Batching Procedures

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 258037 · NQF Level 2 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to batch coins and tokens accurately and efficiently within a cash management or gaming environment. It covers procedures for sorting, counting, reconciling, and packaging bulk coins and tokens according to organisational standards.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	258037
Accreditation	SAQA Accredited · NQF Level 2 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply standard operating procedures for batching coins and tokens by denomination and type.
- Demonstrate accurate counting and sorting techniques using manual and automated equipment.
- Reconcile batched quantities against transaction records and system balances.
- Implement security and hygiene protocols during coin and token handling.
- Evaluate discrepancies and initiate corrective actions per organisational policy.
- Package and label batched coins and tokens for storage or transport.

WHO SHOULD ATTEND

- This course is designed for cash handlers, gaming floor staff, vault tellers, and finance administrators responsible for processing and reconciling coin and token inventories in casinos, retail banking, or high-volume cash centres.

COURSE OUTLINE

Day 1: Coin and Token Batching Procedures

- Introduction to coin and token batching: definition, benefits, and use cases.
- Transaction structure: inputs, outputs, and how batching consolidates multiple payments.
- Step-by-step batching process: selecting coins/tokens, constructing batch transactions, fee management.
- Security considerations: avoiding dust outputs, change address management, and signature aggregation.
- Practical tools and software for batching (e.g., Bitcoin Core, wallet APIs).
- Common pitfalls: ordering of outputs, fee estimation errors, and handling unconfirmed transactions.
- Regulatory and compliance aspects of batching.
- Case studies: real-world batching examples and performance analysis.

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 2**.

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
31 Jul 2026	31 Jul 2026	On-Campus	Mauritius
03 Aug 2026	03 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Mauritius
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 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 258037) 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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