



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

Communication Equipment Operation Skills

Services / Hospitality, Tourism, Travel, Gaming and Leisure

Unit Standard 258066 · NQF Level 2 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to operate various communication equipment effectively in a business environment. Participants will gain proficiency in using telephones, two-way radios, intercoms, and basic data communication devices, ensuring clear and professional communication. The course emphasizes adherence to organizational protocols and troubleshooting common issues.

Category	Services
Subfield	Hospitality, Tourism, Travel, Gaming and Leisure
Unit Standard	258066
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

- Demonstrate the correct operation of telephones, two-way radios, and intercoms.
- Apply standard communication protocols and etiquette when using equipment.
- Analyze and troubleshoot common equipment faults to minimize downtime.
- Implement proper procedures for storing and maintaining communication devices.
- Evaluate the suitability of different communication equipment for specific tasks.
- Design basic communication flow protocols for team coordination.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, receptionists, security personnel, and any employees who use communication equipment as part of their daily duties.

COURSE OUTLINE

Day 1: Fundamentals of Communication Equipment Operation

- Overview of communication equipment: radios, intercoms, telephones, and data transceivers.
- Operating principles: frequency bands, modulation, and signal flow.
- Safety protocols: electrical safety, RF exposure limits, and equipment handling.
- Setup and configuration: power connections, antenna installation, and channel selection.
- Basic operation: transmitting, receiving, and adjusting volume/squelch.
- Routine maintenance: battery care, cleaning, and cable inspection.
- Troubleshooting common faults: no power, poor signal, and interference.
- Documentation: logging usage and reporting faults.

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
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 258066) 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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