



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

Requirements Management and Communication Skills

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 259278 · NQF Level 6 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively manage and communicate requirements within a project or business environment. Participants will learn to elicit, analyse, document, and validate requirements while ensuring clear communication with stakeholders. The course bridges the gap between technical and non-technical teams to ensure shared understanding and successful project outcomes.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	259278
Accreditation	SAQA Accredited · NQF Level 6 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply structured techniques to elicit and document requirements from stakeholders
- Analyse and prioritise requirements to align with business objectives
- Validate requirements through reviews and stakeholder sign-offs
- Communicate requirements effectively using appropriate formats and language
- Manage changes to requirements and maintain traceability throughout the project lifecycle
- Demonstrate collaborative communication skills to resolve conflicts and achieve consensus

WHO SHOULD ATTEND

- This course is ideal for business analysts, project managers, systems analysts, and any professionals involved in defining or managing requirements.
- It is also suitable for team members who need to communicate requirements clearly across departments.

COURSE OUTLINE

Day 1: Foundations of Requirements Management

- Introduction to requirements management and its importance
- Types of requirements: functional, non-functional, business, stakeholder
- Stakeholder identification and analysis
- Elicitation techniques: interviews, workshops, observation, surveys
- Requirements documentation: structure, attributes, and quality criteria
- Introduction to requirements traceability
- Communication fundamentals for requirements gathering
- Common pitfalls in requirements management

Day 2: Communication Skills and Practical Application

- Communication models and barriers
- Active listening and questioning techniques
- Requirements validation and verification methods
- Facilitation skills for workshops and reviews
- Requirements prioritisation and negotiation
- Change control and requirements versioning
- Introduction to requirements management tools
- Case study: applying requirements management to a real-world scenario

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 **5 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,900.00	R 16,900.00
1	In-House	R 22,000.00	R 22,000.00
1	On-Campus (Pretoria)	R 25,400.00	R 25,400.00

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

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 259278) 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