



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

2D AutoCad Computer Aided Drawings (CAD) Planning and Production

Physical Planning and Construction / Physical Planning, Design and Management

Unit Standard 263024 · NQF Level 4 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to plan, set up, and produce two-dimensional (2D) computer-aided drawings (CAD) using industry-standard software. Participants will learn to interpret design briefs, apply drawing standards, and produce accurate technical drawings that can be used in engineering, architecture, and manufacturing contexts. The course aligns with the SAQA unit standard 263024, ensuring nationally recognised competency.

Category	Physical Planning and Construction
Subfield	Physical Planning, Design and Management
Unit Standard	263024
Accreditation	SAQA Accredited · NQF Level 4 · 15 Credits
Duration	12 days
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and prepare for 2D CAD drawing production by interpreting design briefs and selecting appropriate drawing scales, layouts, and standards.
- Set up a CAD workspace including layers, dimension styles, text styles, and drawing templates to ensure consistency and efficiency.
- Produce accurate 2D CAD drawings using basic and intermediate drawing and editing commands.
- Apply dimensioning, annotation, and hatching techniques to clearly communicate design intent.
- Manage drawing files by saving, exporting, and plotting drawings in various formats as per industry requirements.
- Evaluate completed drawings for compliance with project specifications and relevant standards.

WHO SHOULD ATTEND

- This course is ideal for drafters, designers, engineers, architects, and technicians who need to produce 2D CAD drawings as part of their role.
- It is also suitable for individuals seeking to formalise their CAD skills with a SAQA-aligned qualification.

COURSE OUTLINE

Day 1: Introduction to CAD and Drawing Setup

- Overview of CAD software and applications.
- Starting a new drawing: templates and standards.
- Configuring units, limits, and grid settings.
- Creating and managing layers.
- Basic navigation: zoom, pan, and regenerate.
- Saving and opening drawings.

Day 2: Basic Drawing Commands

- Line, polyline, and construction line commands.
- Circles, arcs, and rectangles.
- Coordinate input methods.
- Object snaps (endpoint, midpoint, intersection).
- Ortho and polar tracking.

Day 3: Modifying Objects – Part 1

- Erase, undo, and redo.
- Move and copy objects.
- Rotate and scale commands.
- Offset and mirror.
- Selection methods (window, crossing, fence).

Day 4: Modifying Objects – Part 2

- Trim and extend.
- Fillet and chamfer.
- Rectangular and polar arrays.
- Stretch and lengthen.
- Explode and join.

Day 5: Drawing Aids and Properties

- Properties palette.
- Changing object properties.
- Layer properties and filters.
- Grip editing modes.
- Quick select and match properties.

Day 6: Text, Dimensions, and Hatching

- Text styles and annotation.
- Single-line and multiline text.
- Dimension styles and types (linear, aligned, angular).
- Hatch patterns and boundaries.
- Editing text and dimensions.

Day 7: Blocks and Attributes

- Block definition and insertion.
- Attribute definition and editing.
- Dynamic blocks: parameters and actions.

- Block editor and redefining blocks.
- Purge unused blocks.

Day 8: External References (Xrefs) and Layouts

- Attaching and detaching Xrefs.
- Clipping and binding Xrefs.
- Layout creation and page setup.
- Viewports: scaling and locking.
- Plot style tables.

Day 9: Advanced Drawing and Editing Techniques

- Align, break, and break at point.
- Divide and measure.
- Polyline editing (pedit).
- Splines and regions.
- Groups and filters.

Day 10: 3D Basics and Visualization

- 3D modeling environment.
- Primitive solids.
- Extrude and revolve.
- Viewports and 3D navigation.
- Visual styles and rendering basics.

Day 11: Plotting, Publishing, and Collaboration

- Plot settings and preview.
- Batch plotting and publishing.
- eTransmit and archive.
- Digital signatures and security.
- Collaboration tools (DWG compare).

Day 12: Final Project and Review

- Project brief and requirements.
- Creating a complete set of drawings.
- Quality checks and error correction.
- Peer review and feedback.
- Course summary and certification.

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 **15 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	R 41,000.00
1	In-House	R 53,300.00	R 53,300.00
1	On-Campus (Pretoria)	R 61,500.00	R 61,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	28 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	31 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	01 Sep 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	02 Sep 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 263024) 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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