



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

POPIA and PAIA Compliance

Law, Military Science and Security / Justice in Society

Unit Standard 365185 · NQF Level 6 · 5 Credits · 1 Day

COURSE OVERVIEW

This course equips public body officials with the knowledge and skills to apply the Promotion of Access to Information Act (PAIA) 2 of 2000 effectively. Participants will learn to process information requests, ensure compliance with statutory requirements, and balance transparency with the protection of personal information.

Category	Law, Military Science and Security
Subfield	Justice in Society
Unit Standard	365185
Accreditation	SAQA Accredited · NQF Level 6 · 5 Credits
Duration	1 day
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the key provisions of PAIA to respond to information requests from the public.
- Analyze the grounds for refusal of access to information in accordance with the Act.
- Implement procedures for processing, tracking, and reporting on PAIA requests.
- Evaluate the interplay between PAIA and the Protection of Personal Information Act (POPIA).
- Design a compliance framework to ensure the public body meets its PAIA obligations.
- Demonstrate the ability to compile and maintain a PAIA manual as required by the Act.

WHO SHOULD ATTEND

- This course is designed for officials working in public bodies, including records managers, legal advisors, and administrative staff responsible for handling information requests under PAIA.

COURSE OUTLINE

Day 1: Foundations of POPIA and PAIA Compliance

- Overview of POPIA and PAIA: background, objectives, and relationship
- Key definitions: personal information, data subject, responsible party, information officer
- Eight conditions for lawful processing under POPIA
- Data subject rights: access, correction, objection, and complaint
- PAIA: right to access information, grounds for refusal, and manual requirements
- Roles and responsibilities: Information Officer, Deputy Information Officer, and Regulator
- Consequences of non-compliance: penalties, enforcement, and remedial actions

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 9,900.00	R 9,900.00
1	In-House	R 12,900.00	R 12,900.00
1	On-Campus (Pretoria)	R 14,900.00	R 14,900.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	31 Jul 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	07 Sep 2026	Online	—
15 Sep 2026	15 Sep 2026	In-House	—
23 Sep 2026	23 Sep 2026	On-Campus	Pretoria, South Africa
01 Oct 2026	01 Oct 2026	Online	—
09 Oct 2026	09 Oct 2026	In-House	—
12 Oct 2026	12 Oct 2026	On-Campus	Pretoria, South Africa
20 Oct 2026	20 Oct 2026	Online	—

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 365185) 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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