



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Audio Transcription (Scribe, Timestamping and Formatting)

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0018 · NQF Level 5 · 2 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills needed to produce accurate, formatted, and timestamped audio transcriptions in a professional context. Learners will master scribing techniques, apply standard formatting conventions, and insert timestamps to create clear, usable transcripts for business, legal, or academic purposes.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0018
Accreditation	SAQA Accredited · NQF Level 5 · 2 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply scribing techniques to produce verbatim and intelligent verbatim transcripts from audio recordings.
- Demonstrate correct use of punctuation, capitalization, and paragraphing in transcription documents.
- Insert accurate timestamps at specified intervals or speaker changes.
- Format transcripts according to industry-standard templates and client specifications.
- Review and edit transcripts for accuracy, consistency, and readability.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, legal secretaries, journalists, researchers, and any professionals who need to convert audio recordings into written documents with precision and efficiency.

COURSE OUTLINE

Day 1: Fundamentals of Audio Transcription

- Introduction to audio transcription: types and uses
- Equipment and software setup
- Timestamping formats and placement rules
- Formatting guidelines: headings, speaker labels, punctuation
- Listening techniques for clarity and accuracy
- Handling difficult audio: accents, background noise, multiple speakers
- Quality assurance and proofreading
- Ethics and confidentiality in transcription

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 **2 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	03 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 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 AATICD-0018) 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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