



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

Court Clerk Program

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0020 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips court clerks with the practical skills and legal knowledge required to manage court records, process documentation, and support judicial proceedings efficiently. It ensures compliance with South African court procedures and enhances the administration of justice.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0020
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal terminology and court procedures to manage case files and documentation.
- Demonstrate accurate record-keeping and data entry practices in accordance with court standards.
- Evaluate and process court orders, summonses, and other legal documents.
- Implement effective communication strategies to interact with legal professionals and the public.
- Analyze case flow and scheduling to support efficient court operations.
- Demonstrate ethical conduct and confidentiality in handling sensitive information.

WHO SHOULD ATTEND

- This course is designed for individuals working as court clerks or administrative officers in South African courts, as well as those seeking entry-level positions in the judiciary system.

COURSE OUTLINE

Day 1: Introduction to Court Procedures and Documentation

- Overview of the South African judicial system
- Role and duties of a court clerk
- Types of court documents (summons, pleadings, orders, judgments)
- Courtroom layout and terminology
- Case numbering and file management
- Confidentiality and ethics in the court environment
- Introduction to court rules and procedures

Day 2: Case Processing and Record Management

- Filing procedures for civil and criminal cases
- Docket management and case tracking
- Court calendar preparation and updates
- Issuing and serving court documents
- Managing exhibits and evidence logs
- Record-keeping standards and archiving
- Introduction to electronic case management systems

Day 3: Courtroom Support and Practical Integration

- Courtroom protocol and decorum
- Administering oaths and affirmations
- Handling exhibits during trial
- Taking minutes and recording proceedings
- Post-court duties: filing, sealing records, and orders
- Communication with legal professionals and public
- Simulated courtroom exercises

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	20 Aug 2026	On-Campus	Harare, Zimbabwe
25 Aug 2026	27 Aug 2026	On-Campus	Bangkok, Thailand
26 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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-0020) 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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