



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

HR Assessor Program

Custom Courses / Human Resources and Training

Unit Standard AATICD-0069 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This program equips learners with the competencies required to conduct outcomes-based assessments in a variety of learning contexts. It covers the design and implementation of assessment practices that are fair, valid, reliable, and aligned with SAQA principles. Successful completion enables learners to assess candidates against registered unit standards and qualifications.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0069
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of outcomes-based assessment theory and practices.
- Prepare assessment plans and resources in accordance with organizational and SAQA requirements.
- Conduct assessments using a range of appropriate methods and instruments.
- Provide constructive feedback and guide learners towards further development.
- Evaluate and improve assessment practices through moderation and reflection.
- Maintain accurate records and manage assessment documentation.

WHO SHOULD ATTEND

- This course is designed for HR professionals, trainers, educators, and subject matter experts who need to assess learners in the workplace or in formal education and training settings.

COURSE OUTLINE

Day 1: Foundations of Outcomes-Based Assessment

- Overview of the NQF and SAQA
- Unit standards and qualifications
- Principles of OBET
- Assessor roles and responsibilities
- Assessment policies and legislation
- Introduction to assessment methods

Day 2: Planning and Designing Assessments

- Assessment planning process
- Types of assessment methods (direct, indirect, authentic)
- Designing assessment instruments
- Criteria for sound assessment
- Moderating assessment instruments
- Contextualising assessments for the workplace

Day 3: Conducting Assessments and Recording Evidence

- Conducting assessment sessions
- Evidence collection methods
- Observation and questioning techniques
- Judging evidence against outcomes
- Recording and reporting assessment results
- Feedback and communication skills

Day 4: Quality Assurance and Moderation

- Quality assurance in assessment
- Principles of moderation
- Internal vs. external moderation
- Moderation processes and documentation
- Handling appeals and disputes
- Continuous improvement in assessment

Day 5: Integration and Assessment Practice

- Review of key concepts
- Simulated assessment exercise
- Peer and facilitator feedback
- Self-assessment against unit standard
- Final assessment preparation
- Certification requirements

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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-0069) 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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