



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

Human Capital Planning

Custom Courses / Human Resources and Training

Unit Standard AATICD-0074 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to strategically align human capital with organisational goals. Participants will learn to forecast workforce needs, analyse talent gaps, and develop actionable plans for recruitment, retention, and succession. The focus is on practical application within the South African business context.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0074
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

- Apply workforce planning methodologies to forecast human capital needs based on organisational strategy.
- Analyze current workforce data to identify skills gaps, surpluses, and succession risks.
- Evaluate the impact of external factors (e.g., labour legislation, economic trends) on human capital planning.
- Design a human capital plan that includes recruitment, development, retention, and succession strategies.
- Implement monitoring mechanisms to track progress and adjust plans as needed.
- Demonstrate the ability to present and justify a human capital plan to stakeholders.

WHO SHOULD ATTEND

- HR practitioners, line managers, and business owners responsible for workforce planning and talent management.
- Also suitable for professionals transitioning into strategic HR roles.

COURSE OUTLINE

Day 1: Foundations of Human Capital Planning

- Introduction to human capital planning.
- Strategic alignment: linking human capital to business goals.
- Key elements of a human capital plan.
- Overview of HR metrics and analytics.
- Legal and ethical considerations: Employment Equity Act, Skills Development Act.
- Stakeholder roles in human capital planning.
- Case study: Successful human capital planning in a SA organisation.

Day 2: Workforce Demand and Supply Analysis

- Methods for forecasting workforce demand.
- Analysing internal workforce supply: skills inventories, succession planning.
- External labour market analysis: trends and sources.
- Gap analysis: identifying shortages and surpluses.
- Scenario planning for workforce changes.
- Practical exercise: Calculating workforce demand using a case study.
- Tools and software for workforce analytics.

Day 3: Talent Acquisition and Retention Strategies

- Strategic recruitment: sourcing, selection, and employer branding.
- Retention strategies: compensation, career development, work-life balance.
- Succession planning: identifying and developing future leaders.
- Talent management metrics: turnover rates, time-to-fill, cost-per-hire.
- Diversity and inclusion in talent acquisition.
- Practical exercise: Creating a recruitment plan for a specific role.
- Case study: Reducing turnover in a high-turnover industry.

Day 4: Skills Development and Performance Management

- Skills gap analysis and competency modelling.
- Workplace Skills Plan (WSP) and Annual Training Report (ATR).
- Performance management: goal setting, feedback, and appraisal.
- Learning and development: methods, budgeting, and ROI.
- Coaching and mentoring programmes.
- Practical exercise: Developing a personal development plan.
- Case study: Implementing a skills programme in a SA company.

Day 5: Integrating and Evaluating Human Capital Planning

- Building an integrated human capital plan.
- Human capital reporting: dashboards and scorecards.
- Evaluating plan effectiveness: KPIs and benchmarks.
- Change management and communication strategies.
- Future trends: digital HR, gig economy, remote work.
- Practical exercise: Presenting a human capital plan.
- Final assessment: Case study presentation and feedback.

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-0074) 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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