



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

Talent Acquisition

Custom Courses / Human Resources and Training

Unit Standard AATICD-0180 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the skills to design and implement effective talent acquisition strategies that align with organisational goals. Learners will gain the ability to source, assess, and select candidates using best practices in recruitment and selection, ensuring compliance with South African labour legislation.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0180
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

- Analyse the strategic role of talent acquisition in achieving organisational objectives.
- Design a comprehensive recruitment plan that incorporates sourcing channels and employer branding.
- Implement selection processes using competency-based interviews and assessment tools.
- Evaluate candidates against job requirements and organisational culture fit.
- Apply relevant South African labour laws and ethical standards throughout the recruitment cycle.

WHO SHOULD ATTEND

- This course is designed for HR professionals, recruitment specialists, and line managers responsible for attracting and hiring talent within their organisations.

COURSE OUTLINE

Day 1: Foundations of Talent Acquisition

- Introduction to talent acquisition vs. recruitment
- Strategic importance of talent acquisition
- South African labour legislation (EEA, LRA, BCEA, POPIA)
- The talent acquisition lifecycle
- Role of HR and line managers in talent acquisition
- Ethical considerations in hiring

Day 2: Workforce Planning and Job Analysis

- Workforce planning methods and techniques
- Job analysis: tasks, duties, and competencies
- Developing job descriptions and person specifications
- Competency-based profiling
- Forecasting talent needs
- Approval processes for new positions

Day 3: Sourcing and Attracting Candidates

- Sourcing strategies: internal, external, and niche channels
- Employer branding and value proposition
- Writing inclusive and engaging job ads
- Leveraging LinkedIn and other social platforms
- Building talent pools and pipelines
- Diversity sourcing and BBBEE considerations

Day 4: Selection, Assessment, and Interviewing

- Competency-based interview techniques
- Assessment centres and psychometric testing
- Reference and background checks
- Bias awareness and inclusive interviewing
- Scoring and evaluating candidates
- Legal compliance in selection decisions

Day 5: Offer Management, Onboarding, and Metrics

- Offer letters, negotiations, and acceptance
- Pre-employment checks and onboarding planning
- Structured onboarding for new hires
- Talent acquisition metrics: time-to-fill, cost-per-hire, quality of hire
- Continuous improvement in TA processes
- Integration with performance management and succession planning

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-0180) 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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