



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

Contract Management

Custom Courses / Contracts Management

Unit Standard AATICD-0198 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the essential knowledge and skills to manage contracts effectively throughout their lifecycle. Participants will gain the ability to draft, negotiate, monitor, and close contracts while ensuring compliance with legal and organizational requirements. The focus is on risk management, performance evaluation, and dispute resolution to optimize contractual outcomes.

Category	Custom Courses
Subfield	Contracts Management
Unit Standard	AATICD-0198
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 the principles of contract law to manage contractual obligations and rights.
- Analyze contract terms and conditions to identify risks and opportunities.
- Evaluate contract performance against agreed key performance indicators.
- Implement strategies for effective negotiation and variation management.
- Demonstrate the ability to resolve disputes and manage contract close-out processes.
- Design a contract management plan that ensures compliance and value delivery.

WHO SHOULD ATTEND

- This course is ideal for procurement officers, project managers, contract administrators, and any professionals responsible for overseeing contracts in their organization.
- It is also suitable for business owners and managers seeking to enhance their contract management capabilities.

COURSE OUTLINE

Day 1: Introduction to Contract Management

- Definition and importance of contract management
- Sources of contract law (common law, legislation, etc.)
- Essential elements of a valid contract
- Classification of contracts (written, oral, express, implied)
- Contract lifecycle overview
- Roles and responsibilities of contract parties
- Ethics and confidentiality in contract management

Day 2: Contract Formation and Negotiation

- Offer, acceptance, and consideration
- Capacity and legality
- Standard clauses (payment, delivery, warranties, indemnities)
- Negotiation strategies and tactics
- Drafting clear and unambiguous language
- Identifying and mitigating common risks
- Pre-contractual documents (letters of intent, MOUs)

Day 3: Contract Administration and Performance Monitoring

- Contract administration processes
- Key performance indicators (KPIs) and service level agreements (SLAs)
- Monitoring tools and reporting
- Managing variations and change orders
- Communication protocols
- Record keeping and documentation
- Dispute prevention techniques

Day 4: Managing Contractual Risks and Disputes

- Risk identification and assessment
- Risk allocation through contract terms
- Breach of contract: types and remedies
- Dispute resolution methods (negotiation, mediation, arbitration, litigation)
- Termination clauses and procedures
- Force majeure and unforeseen circumstances
- Case studies on dispute resolution

Day 5: Advanced Topics and Practical Integration

- International contracts and cross-border issues
- Public sector procurement and PPP contracts
- Electronic contracts and digital signatures
- Contract management software and tools
- Performance evaluation and contract close-out
- Best practices and continuous improvement
- Final assessment and action 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-0198) 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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