



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 Drafting

Custom Courses / Contracts Management

Unit Standard AATICD-0199 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the practical skills and theoretical knowledge required to draft clear, legally sound contracts in a corporate environment. Participants will learn to identify key contractual elements, apply principles of contract law, and produce documents that minimise risk and ambiguity.

Category	Custom Courses
Subfield	Contracts Management
Unit Standard	AATICD-0199
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 essential elements of a valid contract when drafting agreements.
- Analyze contractual clauses to identify potential risks and ambiguities.
- Evaluate different contract structures to select the most appropriate format for a given transaction.
- Design contract terms that clearly reflect the parties' intentions and comply with relevant legislation.
- Implement best practices for contract review and amendment processes.
- Demonstrate proficiency in drafting common commercial contracts, including service agreements and non-disclosure agreements.

WHO SHOULD ATTEND

- Legal advisors, contract managers, procurement officers, and any professionals responsible for drafting or reviewing contracts within their organisation.

COURSE OUTLINE

Day 1: Foundations of Contract Law and Drafting Principles

- Overview of South African contract law (common law and statutory influences)
- Essential elements: offer, acceptance, consideration, capacity, legality
- Types of contracts and their characteristics
- Structure of a typical commercial contract
- Plain language drafting techniques
- Avoiding ambiguity and vagueness
- Ethical considerations in contract drafting

Day 2: Key Contractual Clauses and Provisions

- Boilerplate clauses: entire agreement, severability, governing law, dispute resolution
- Representations and warranties: drafting and risk allocation
- Conditions precedent and subsequent
- Payment terms, invoicing, and late payment penalties
- Delivery, acceptance, and inspection clauses
- Limitation of liability and indemnity provisions
- Confidentiality and non-disclosure clauses

Day 3: Advanced Clauses and Risk Management

- Force majeure: definition, scope, and notice requirements
- Termination for convenience and for cause
- Intellectual property ownership and licensing clauses
- Indemnity clauses: scope, caps, and exclusions
- Insurance requirements and proof of coverage
- Change of control and assignment provisions
- Subcontracting and third-party rights

Day 4: Specialised Contracts and Regulatory Compliance

- Service level agreements (SLAs) and key performance indicators
- Software licensing and SaaS agreements
- Construction contracts: JBCC and NEC3 overview
- Consumer Protection Act implications for standard terms
- Protection of Personal Information Act (POPIA) clauses
- Independent contractor vs employee: drafting considerations
- Non-disclosure agreements (NDAs) and confidentiality

Day 5: Negotiation, Review, and Finalisation

- Contract review process: checklists and due diligence
- Redlining and negotiation strategies
- Execution formalities: signatures, witnesses, and electronic signatures
- Post-execution contract management and amendments
- Common errors and how to avoid them
- Practical workshop: drafting a complete contract from scratch

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
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
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

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-0199) 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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