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

Workplace Security

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0329 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to identify, assess, and mitigate security risks in the workplace. It covers physical security measures, access control, emergency response, and the legal and ethical responsibilities of employees and employers. The goal is to foster a secure working environment that protects people, assets, and information.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0329
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 appropriate security measures to protect people, assets, and information in the workplace.
- Analyze potential security threats and vulnerabilities in the workplace and recommend preventive actions.
- Evaluate the effectiveness of existing security policies and procedures and propose improvements.
- Demonstrate correct response procedures during security incidents, including emergencies and breaches.
- Implement access control and visitor management protocols in accordance with organisational policy.
- Design a basic security awareness plan to promote a culture of security among employees.

WHO SHOULD ATTEND

- This course is designed for all employees, supervisors, and managers who are responsible for maintaining a safe and secure workplace.
- It is also suitable for security officers, facility managers, and health and safety representatives.

COURSE OUTLINE

Day 1: Foundations of Workplace Security

- Introduction to workplace security: definition and scope
- Types of security threats: internal and external
- Risk assessment fundamentals
- South African legislation: Occupational Health and Safety Act, National Key Points Act, POPIA
- Security policies and procedures
- Role of employees and management in security
- Security culture and awareness

Day 2: Access Control and Physical Security

- Access control systems: keys, cards, biometrics
- Physical barriers: fences, gates, locks
- Surveillance: CCTV, alarms, and monitoring
- Visitor management and identification protocols
- Security lighting and environmental design
- Maintenance and testing of security equipment
- Incident reporting in physical security

Day 3: Information and Cyber Security

- Cyber threats: malware, ransomware, phishing
- Password security and authentication methods
- Data encryption and backup strategies
- Network security basics: firewalls, VPNs
- Safe use of email and internet
- Social engineering and how to counter it
- Incident response for cyber breaches
- Legal aspects: Cybercrimes Act, POPIA compliance

Day 4: Emergency Preparedness and Response

- Emergency planning: fire, bomb threat, natural disasters
- Evacuation procedures and drills
- Emergency communication systems
- First aid and medical emergency response
- Business continuity and disaster recovery plans
- Roles of emergency response teams
- Post-incident review and debriefing
- Legal requirements for emergency preparedness

Day 5: Security Management and Integration

- Security risk management framework
- Developing a security plan: steps and components
- Training and awareness programs
- Security metrics and performance indicators
- Continuous improvement of security measures
- Integration with HR, IT, and facilities management
- Professional ethics in security

- Future trends in workplace security

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 17,700.00	**R 17,700.00**
1	In-House	R 23,900.00	**R 23,900.00**
1	On-Campus (Pretoria)	R 26,700.00	**R 26,700.00**

UPCOMING SESSIONS

Start	End	Method	Venue
07 Dec 2026	11 Dec 2026	Online	—
07 Dec 2026	11 Dec 2026	On-Campus	Maseru, Lesotho
07 Dec 2026	11 Dec 2026	On-Campus	Kigali, Rwanda
07 Dec 2026	11 Dec 2026	On-Campus	Accra, Ghana
07 Dec 2026	11 Dec 2026	On-Campus	Cape Town, South Africa
07 Dec 2026	11 Dec 2026	On-Campus	Abu Dhabi, UAE
07 Dec 2026	11 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
14 Dec 2026	18 Dec 2026	On-Campus	Mbabane, Eswatini

Contact us if no suitable date is listed — on-demand sessions can be arranged for groups.

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0329) and click **Get A Quotation**. 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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