



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

Security Awareness

Custom Courses / Governance, Risk and Compliance

Unit Standard AATICD-0330 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips employees with the knowledge and skills to identify and mitigate security risks in the workplace, protecting both physical and digital assets. It covers essential security principles, threat recognition, and response strategies to foster a culture of security awareness.

Category	Custom Courses
Subfield	Governance, Risk and Compliance
Unit Standard	AATICD-0330
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 fundamental security principles to protect physical and digital assets.
- Analyze common security threats and vulnerabilities to determine appropriate responses.
- Evaluate the effectiveness of security measures in a given context.
- Demonstrate secure handling of sensitive information in daily tasks.
- Implement security incident reporting procedures in accordance with organisational policy.
- Design a personal action plan to promote a security-aware culture in the workplace.

WHO SHOULD ATTEND

- All employees across all departments, especially those handling sensitive information or working in IT-related roles.
- It is also suitable for managers and supervisors who need to enforce security policies.

COURSE OUTLINE

Day 1: Introduction to Security Awareness

- What is security awareness and why it matters
- Types of cyber threats: malware, phishing, social engineering, ransomware
- The human factor: how mistakes lead to breaches
- Overview of South African legislation: POPIA, Cybercrimes Act, and organisational policies
- Basic security hygiene: passwords, updates, and physical security
- The impact of security incidents on businesses and individuals

Day 2: Social Engineering and Phishing

- Principles of social engineering: authority, urgency, fear, greed
- Phishing: email, spear phishing, whaling, smishing, vishing
- Red flags in suspicious messages
- Real-world examples and case studies
- Reporting mechanisms and incident response
- Safe practices for verifying identities and requests

Day 3: Passwords, Authentication, and Device Security

- Password best practices: length, complexity, uniqueness
- Password managers: benefits and usage
- Multi-factor authentication: types and importance
- Device security: screen locks, encryption, remote wipe
- Physical security: securing laptops, USB drives, and paperwork
- Public Wi-Fi risks and VPN usage
- Mobile device security: apps, permissions, and updates

Day 4: Data Protection, Privacy, and Incident Handling

- Data classification: public, internal, confidential, restricted
- Data handling: storage, transmission, and disposal
- Privacy rights and obligations under POPIA
- Incident types: malware infections, data breaches, unauthorised access
- Incident response steps: detection, reporting, containment, recovery
- Role of the security team and escalation procedures
- Lessons learned from incidents

Day 5: Emerging Threats, Best Practices, and Building a Security Culture

- Emerging threats: AI, deepfakes, IoT, cloud security
- Best practices for remote work and travel
- Security awareness as an ongoing process
- Creating a security culture: communication, training, and reinforcement
- Personal action planning
- Review of course key takeaways and assessment

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 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, 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-0330) 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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