

COMPANY PORTFOLIO

Accredited Africa Training Institute for Capacity Development (Pty) Ltd

Unit 44 Ground Floor, Lakeview Building, 1277 Mike Crawford Avenue, Centurion 0157, Gauteng, South Africa

Email: enquiries@aaticd.co.za • Website: <https://www.aaticd.co.za>



COMPANY DETAILS

COMPANY REGISTRATION NAME

Accredited Africa Training Institute for Capacity Development (Pty) LTD.

COUNTRY REGISTERED

South Africa

REGISTRATION NUMBER

2017 / 337061 / 07

PHYSICAL ADDRESS

Unit 44 Ground Floor, Lakeview Building, 1277 Mike Crawford Avenue, Centurion 0157, Gauteng, South Africa

TELEPHONE CONTACT NUMBERS

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FAX NUMBER

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MOBILE NUMBER / WHATSAPP CONTACT

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CONTACT EMAIL ADDRESS

enquiries@aaticd.co.za

WEBSITE URL ADDRESS:

<https://www.aaticd.co.za>

BACKGROUND INFORMATION

Accredited Africa Training Institute for Capacity Development offers Unlimited Internationally Accredited Training in Centurion Pretoria South Africa. Accredited Africa Training Institute Courses are Cost Effective. Furthermore, Delegates take home either a Laptop or Tablet for Free after Graduation on completion of any visitors' course.

We offer campus classes that we conduct as traditional classes conducted at any of our training venues, we also offer online classes that we conduct as distant learning classes, these are provided through our website to anyone around the world and we also offer in-house classes that we conduct at the clients' premises if delegates to participate in the class are 10 or more.

All our courses are awarded certificates on completion.

Training for Campus Classes is conducted in any of our training venues around the world namely Shenzhen - China, Kigali - Rwanda, Dubai - the United Arab Emirates, Victoria Falls - Zimbabwe, Centurion - South Africa.

Online training is conducted through our website from the comfort of your homes by delegates that do not have the time or cannot afford to attend the campus classes in any of our training venues.

Accredited Africa Training Institute for Capacity Development

We are Accredited Africa Training Institute for Capacity Development (AATICD) and we provide Internationally Accredited Training for all institutions whether Government, Private Sector or Non-Governmental Organisation.

We offer either certificates after Graduation at Accredited Africa Training Institute for Capacity Development (AATICD). Training periods vary from either a One Week, Two Weeks or Three Weeks meaning Beginners, Intermediate or Advanced Training Programmes.

We specialize in short term Training programmes and ensure that all our delegates get the best out of the training they receive. All our facilitators are SETA Accredited Facilitators Moderators and Assessors.

Accredited Africa Training Institute for Capacity Development (Pty) Ltd (AATICD) is a private training institute that offers short courses in accordance with the National Qualifications Framework (NQF) 's behalf but this training does not lead to a formal qualification – unless stated otherwise or requested by the clients requiring training which may take up a longer period than the normal workshops we provide.

Request for a SETA Accredited Training to be put in writing through our office.

Delegates who successfully complete this short course and comply with the related assessment criteria (where applicable) are awarded either Attendance or Services SETA Certificates of successful completion and/or attendance by Accredited Africa Training Institute for Capacity Development.

Delegates can take the Beginners, Intermediate or Advanced Training once off or in different workshops.

Accredited Africa Training Institute for Capacity Development facilitators are all accredited by the Services Sector Education and Training Authority (SETA) in South Africa.

Accredited Africa Training Institute for Capacity Development (AATICD) is also BBBEE and South African Tax Compliant.

MISSION STATEMENT

Accredited Africa Training Institution for Capacity Development creates, promotes and fosters individual and organizational effectiveness by developing and offering an array of innovative and diverse training programmes in support of the organization's commitment to employee development, partnerships, and organizational enrichment.

VISION

Accredited Africa Training Institution for Capacity Development vision is to provide quality, cost-effective training designed to increase individual and organizational productivity and enrichment mainly in Africa and for Africans.

We aim to provide trending skills in the market that are well equipped with the current and future ICT skills.

CORE VALUES

LEARN

The best Facilitators are life-long learners. We value partnerships with other organizations and agencies to provide high-quality, comprehensive and competitive training offerings and to share best practices.

EDUCATE

We believe that everyone can learn and that all people are to be treated with respect, regardless of their level of education or ability.

EMPOWER

We believe in our students. We believe our students have the capability to achieve their educational and professional goals and we want to be a part of that process.

ACCREDITATION

We value accredited courses so much that we encourage all our delegates to get accredited in all their trainings even though some non-accredited trainings may be available.

CAMPUS COURSES

ACCOUNTING AND FINANCE

Accounting and Finance Policies and Procedures (IFRS)
Accounting for VAT
Accounts Payable: Accounting and Management Best Practices
Accounts Receivable and Credit Policies Management
Accpac (Sage 300) Program
Actionable Selling Skills: Tools and Techniques
Advanced Budgeting and Forecasting
Advanced Financial Analysis
Core Marketing and Sales Skills for Business Professionals
Cost Analysis, Control and Optimization
Effective Budgeting and Cost Control
International Financial Reporting Standards (IFR): Preparation Course
Modern Accounting and Finance Operations

ADMINISTRATION AND SECRETARIAL

Administration and Office Management
Archives and Records Management
Court Clerk Program
Court Messenger Program
Document Control and Records Management
Efficient Administration Skills
Employee Engagement: Strategy and Practices
The Certified Executive Assistant Program
The Efficient and Highly Productive Administrator
The Legal Secretary Professional

BANKING AND INSURANCE

Basel III, Risk Assessment and Stress Testing
Credit Risk Assessment, Modelling and Management
Foreign Exchange, Money Markets and Derivatives
Fraud Detection and Prevention for the Insurance Industry
Managing Equity Portfolios
Managing the Collections and Credit Control Team
Mastering the Essentials of the Global Financial Industry
Recruitment Specialist

BUSINESS LAW

Arbitration and Dispute Resolution
Best Practices in Conflict Resolution and Adaptability
Business and Commercial Law
Commission for Conciliation, Mediation and Arbitration (CCMA) Commissioner Program
Conveyancing and Notarial Practices
Labor Law Workshop: Practical Applications
Legal Courier and Messenger
Legal Writing and Drafting Skills
Managing Conflict: Power through Influence
Mergers and Acquisitions
Practical Conveyancing

COMMUNICATION AND WRITING SKILLS

Advanced Business Writing
Advanced Communication Skills
Building and Presenting a Powerful Business Case
Communication and Presentation Skills for Female Professionals
Communication and Relationship Management Skills
Crisis Communication Skills
Emotional Intelligence Workshop
Interpersonal Communication Skills
Organizational and Departmental Communication
Presentation Design and Delivery
Report Writing for the Internal Auditor

CONSTRUCTION MANAGEMENT

Building Services Maintenance and Management
Construction Project Management
Plumbing Technology Program
Process Plant Inspection
Sustainable Design and Construction: Codes, Standards and Best Practice

CUSTOMER SERVICE

Building an Award-Winning Service Culture
Customer Experience (CX) and Brand Activation Professional
Customer Satisfaction and Loyalty
Customer Service Management
Customer Service Professional
Customer Service Workshop
Excellence in Customer Service (Advanced)
The Customer Complaint System: A Tool for Customer Service Improvement

ENERGY, OIL AND GAS

Electrical Equipment and Safety: Operation, Control, Maintenance and Troubleshooting
Electrical Safety: Hazards and Protective Measures
Emergency Response Planning: Crisis Management for Hazardous Environments
Energy Efficiency and Sustainability
Oil and Gas Essentials
Petroleum Information and Data Management

ENGINEERING AND INSTRUMENTATION

Advanced Maintenance Management
ASQ Introduction to Quality Engineering
Asset Management
Equipment Failure Analysis and Prevention
Fluid Power Systems: Hydraulics and Pneumatics
Gas Turbines: Operation, Technology and Troubleshooting
Introduction to Quality Engineering
Maintenance and Reliability Masterclass
Managing Shutdowns, Turnarounds and Outages
Mastering Maintenance Audits
Mechanical Engineering for Non-Mechanical Engineers
Preventive and Predictive Maintenance
Pumps and Compressors: Operation, Maintenance and Troubleshooting
Reliability Engineering Excellence
Value Engineering

ENVIRONMENTAL AND NATURAL SCIENCES

Agricultural Development
Geographic Information Systems (GIS)
Manage Water Treatment Processes
Water and Wastewater Process Control
Water and Wastewater Treatment Process Control Supervision

EVENT MANAGEMENT

Events and Conferences Management
Events and Logistics Management

GOVERNANCE RISK AND COMPLIANCE

Advanced Governance, Risk and Compliance (GRC)
Analytical Thinking and Evidence Based Decision Making
Anti-Money Laundering
Corporate Governance: Principles, Policies and Best Practices
Data Governance, Protection and Compliance Management
Developing and Implementing the Business Plan
Governance, Risk and Compliance (GRC)
High Impact Internal Audit Leadership
Risk-Based Internal Audit
Treasury and Cash Management

HEALTH AND SAFETY

Hazardous Waste Management
HAZOP Study Management
Health, Safety and Environment (HSE) Workshop
IOSH Managing Safely
OSHA: Occupational Safety and Health Administration Standards
Pharmaceutical Sales: Communicating with Physicians
Strategic Health Management
Technical Report Writing and Statistical Analysis for the Pharmaceutical Industry
Waste Management: A Modern and Sustainable Approach

HUMAN RESOURCES AND TRAINING

Certified Training Manager
Compensation and Benefits
Competency Based Interviewing: The Highest Standard in Interviewing
e-HR: Modern Trends and Applications
EFQM: Internal Assessor
Employee On-Boarding: Induction and Job Orientation Techniques
High Performance Teams
HR Administration Skills
HR Assessor Program
HR Auditing
HR Management & Labour Relations
HR Skills for Non-HR Professionals
Human Capital Planning
Human Resources Professional: From Traditional HR Role to Business Partner
Manager of Quality/Organizational Excellence Refresher

LEADERSHIP AND MANAGEMENT

Adaptive Leadership: Tools and Tactics
Business Development
Career Development and Succession Planning
Developing an Accountability Mindset
EFQM: Leaders for Excellence (L4E)
Enhanced Leadership Skills and Administration
Leading a Team of Champions
Leading and Managing Change
Leading Innovation and Organizational Transformation
Lean Thinking: A Strategy for Operational Excellence
Management Skills and Techniques for Engineers
Office Management for Female Professionals
Quality Management Professional
Retail Management
The Industrial Manager's Toolkit

IT MANAGEMENT

Audio Transcription
Big Data and Data Analytics
Business Intelligence and Data Analysis
Business Intelligence: Data Analysis and Reporting Techniques
Cloud Management and Security: Principles and Best Practice
Consultative and Digital Selling Masterclass
Cyber Security Specialist
Digital Marketing
Digitization and File Management
IT Auditing and IT Fraud Detection
IT Disaster Recovery Planning
IT Systems: Identity and Access Management
Library Organisation And Management
Managing IT Projects Effectively
Web Design and Publishing

TRANSPORT MANAGEMENT

Advanced Fleet Management
Employee Bus and Passenger Transport Operations
Fleet Management
Intermediate Fleet Management
Logistics Management
Manage Logistics Operations
Project Management for Transport Infrastructure
Transport Infrastructure Performance and Maintenance

MONITORING AND EVALUATION

Advanced Project Management
Establishing and Managing the Project Management Office (PMO)
Impact Evaluation from Evidence Generation to Utilization in Public Sector
Project Management
Project Management for Transport Infrastructure
Project Monitoring and Evaluation
Project Risk Management

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

Developing Purchasing Policies, Processes and SLAs
Leading and Managing Vendor Relations
Negotiation Strategies for Better Purchasing Value
Planning Simulation: Managing Supply and Demand
Procurement Planning and Bid Management
Procurement Professional
Purchasing Management and Cost Saving Techniques
Six Sigma Yellow Belt
Stock Management, Forecasting and Demand Planning
Supply Chain and Logistics Management
Supply Chain Management
Supply Chain Operations: Principles for Continuity and Sustainability
Supply Chain Risk Management

PUBLIC RELATIONS

Achieving Performance Excellence Using Emotional Intelligence
 Corporate Social Responsibility (CSR)
 Public Relations and Media Skills
 Public Relations Campaigns: From Planning to Execution
 The Essentials of Business Etiquette and Protocol

SECURITY MANAGEMENT

Access Control and Physical Security Management
 Emergency Response for Security Teams
 Security Incident Management and Investigations
 Security Management
 Supervising Security Operations

CAMPUS COURSE TRAINING CALENDAR

Below is our annual training start and finish dates for all courses.

Note That if the course you require is not listed please feel free to fill in our online application form detailing the course you require and we will provide you with the course outline and the quotation.

Training Schedule	Duration				
	1 Week		2 Weeks		3 Weeks
Month	Session A	Session B	Session A	Session B	Session C
January	13 - 17 Jan	27 - 31 Jan	6 - 17 Jan	20 - 31 Jan	13 - 31 Jan
February	10 - 14 Feb	24 - 29 Feb	3 - 14 Feb	17 - 29 Feb	10 - 29 Feb
March	10 - 14 Mar	23 - 27 Mar	2 - 13 Mar	16 - 27 Mar	9 - 27 Mar
April	6 - 10 Apr	20 - 24 Apr	30 Mar - 10 Apr	13 - 24 Apr	6 - 24 Apr
May	6 - 10 May	27 -31 May	29 Apr - 10 May	20 - 31 May	13 - 31 May
June	8 - 12 Jun	22 - 26 Jun	1 -12 Jun	15 - 26 Jun	8 - 26 Jun
July	6 - 10 Jul	20 - 24 Jul	29 Jun - 10 Jul	13 - 24 Jul	6 - 24 Jul
August	10 - 14 Aug	24 - 28 Aug	3 - 14 Aug	17 - 28 Aug	10 - 28 Aug
September	7 - 11 Sep	21 - 25 Sep	31 Aug - 10 Sep	14 - 25 Sep	7 - 25 Sep
October	5 - 9 Oct	19 - 23 Oct	28 Sep - 9 Oct	12 - 23 Oct	5 - 23 Oct
November	9 - 13 Nov	23 - 27 Nov	02 - 13 Nov	16 - 27 Nov	9 - 27 Nov
December	7 - 11 Dec	14 - 18 Dec	30 Nov - 11 Dec	07 - 18 Dec	30 Nov - 18 Dec

COURSE FEES FOR CAMPUS COURSES:

1 Week @USD 2,450.00

2 Weeks @USD 3,220.00

3 Weeks @USD 3,820.00

Note: The above training fees are international rates for Delegates coming from outside South Africa to train at the Centurion South Africa Training Venue. If Applying from within South Africa or for a different venue please request for a separate quotation using the email address enquiries@aaticd.co.za

When filling the online application form; please take note of your desired Training Month, Duration in Weeks and Training Session. This will give us the exact dates you will be attending your classes.

Also note that Tuition Fees must be paid upfront on or before training start date. This is to ensure that all resources are made available for you before you start. You will not be allowed into training if fees are not paid and verified.

Tuition Fees include teas and lunch as well as either a laptop or tablet which a delegate will take home free of charge.

Tuition Fee DOES NOT include Accommodation, Dinners and other Extra Curricular Activities or Incidentals. Delegates are expected to fund this on their own. AATICD will not be held accountable for any incidents to delegates.

CAMPUS COURSE TRAINING VENUES

Our training venues are as follows:

Centurion - South Africa (*main center where the above training fees apply*)

Cape Town - South Africa

Shenzhen - China

Kigali - Rwanda

Dubai - United Arab Emirates

Victoria Falls - Zimbabwe

IN-HOUSE COURSE TRAINING

We also offer in-house trainings for a group of 10 or more delegates.

HOW TO APPLY FOR ALL TRAININGS

Simply visit our website on www.aaticd.co.za and choose the type of course you require and fill in the necessary application form that comes with the course.

To inquire of any course simply send us an email on enquiries@aaticd.co.za

HOW TO MAKE PAYMENT FOR TRAINING

In order to make payment for a course applied for simply use the following banking details:

Note that payment should be made at least a week before the training start date and proof of payment to be sent to enquiries@aaticd.co.za

ACCREDITED AFRICA TRAINING INSTITUTE FOR CAPACITY DEVELOPMENT

BANKING DETAILS

Account Name: Accredited Africa Training Institute for Capacity Development

Account Number: 8190666401

Bank Name: Bidvest Bank

Branch Code: 462005

Branch Name: Centurion

Account Type: Savings

Swift Code: BIDBZAJJ

For further information not available in this portfolio please kindly visit our website on www.aaticd.co.za

OTHER METHODS TO PAY FOR ONLINE COURSES

Payments for Online training Courses is done by means of debit or credit card using paypal or by means of swift / electronic fund payment using the above banking details. Note that online class courses are valued at an average cost of ZAR4500.00 and duration is determined by the set dates and times.