



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

Community Needs Assessment Data Collection Techniques Training

Education, Training and Development / Adult Learning

Unit Standard 110044 · NQF Level 1 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to plan, design, and implement data collection techniques for community needs assessments. Participants will learn to select appropriate methods, gather reliable data, and analyse findings to inform community development interventions.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	110044
Accreditation	SAQA Accredited · NQF Level 1 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply a range of data collection techniques, including surveys, interviews, focus groups, and observation, to gather community needs data.
- Design a data collection plan that aligns with the purpose and context of a community needs assessment.
- Analyse the strengths and limitations of different data collection methods to select the most appropriate approach.
- Demonstrate ethical considerations and cultural sensitivity when collecting data from diverse communities.
- Evaluate the reliability and validity of collected data to ensure accurate community needs representation.
- Implement data collection procedures that comply with relevant legislation and organisational policies.

WHO SHOULD ATTEND

- This course is ideal for community development practitioners, social workers, project managers, and anyone involved in needs assessment or programme planning within community-based organisations, NGOs, or government departments.

COURSE OUTLINE

Day 1: Introduction to Community Needs Assessment

- What is a community needs assessment?
- Purpose and benefits
- Stakeholder identification and engagement
- Ethical principles: confidentiality, informed consent
- Overview of the assessment process

Day 2: Data Collection Planning

- Steps in planning data collection
- Quantitative vs qualitative methods
- Instrument design: surveys, interview guides
- Sampling techniques: random, purposive, snowball
- Logistics: timeline, resources, team roles

Day 3: Quantitative Data Collection Techniques

- Survey design principles
- Questionnaire construction: question types, wording
- Structured observation: checklists, frequency counts
- Data quality: reliability, validity, bias reduction
- Introduction to data coding and entry

Day 4: Qualitative Data Collection Techniques

- In-depth interviews: semi-structured, unstructured
- Focus group facilitation
- Participant observation: roles, note-taking
- Participatory Rural Appraisal (PRA) tools
- Qualitative data recording and transcription

Day 5: Mixed Methods and Triangulation

- Rationale for mixed methods
- Triangulation: data, investigator, theory, method
- Mixed-method designs: concurrent, sequential
- Integrating findings from different sources
- Case studies of mixed-method assessments

Day 6: Data Quality Assurance and Ethics

- Quality assurance frameworks
- Pre-testing instruments
- Field supervision and monitoring
- Ethical dilemmas: power dynamics, vulnerable groups
- Data storage and protection protocols

Day 7: Data Analysis and Interpretation

- Quantitative analysis: frequencies, percentages, means
- Qualitative analysis: coding, themes, narratives
- Using software: Excel, NVivo basics
- Visualisation: charts, tables, word clouds

- Drawing conclusions and recommendations

Day 8: Reporting and Dissemination

- Report structure: executive summary, methodology, findings
- Writing for stakeholders: community, funders, government
- Action planning: prioritising needs, setting objectives
- Dissemination: presentations, community meetings, policy briefs

Day 9: Practical Integration and Course Review

- Simulated community needs assessment project
- Field exercise: data collection in a local setting
- Data analysis and report preparation
- Group presentations and peer review
- Course evaluation and next steps

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 **12 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 33,300.00	R 33,300.00
1	In-House	R 43,300.00	R 43,300.00
1	On-Campus (Pretoria)	R 50,000.00	R 50,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
18 Jun 2026	30 Jun 2026	On-Campus	Windhoek, Namibia
19 Jun 2026	01 Jul 2026	On-Campus	Nairobi, Kenya
19 Jun 2026	01 Jul 2026	On-Campus	Blantyre, Malawi
22 Jun 2026	02 Jul 2026	On-Campus	Mombasa, Kenya
22 Jun 2026	02 Jul 2026	On-Campus	Windhoek, Namibia
23 Jun 2026	03 Jul 2026	On-Campus	Nairobi, Kenya
24 Jun 2026	06 Jul 2026	In-House	—
25 Jun 2026	07 Jul 2026	On-Campus	Mbabane, Eswatini

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

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