



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 Skills For South African Organisations Training

Education, Training and Development / Adult Learning

Unit Standard 110053 · NQF Level 4 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically assess community needs within a South African context. Participants will learn to design and implement needs assessment processes that align with community development principles and organisational objectives.

Category	Education, Training and Development
Subfield	Adult Learning
Unit Standard	110053
Accreditation	SAQA Accredited · NQF Level 4 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate methods and tools to gather data on community needs.
- Analyze collected data to identify priority needs and underlying causes.
- Evaluate the validity and reliability of needs assessment data.
- Design a community needs assessment plan that is inclusive and ethical.
- Implement a needs assessment process in a community setting.
- Demonstrate the ability to report findings and make recommendations based on the assessment.

WHO SHOULD ATTEND

- This course is designed for community development workers, social workers, project managers, and NGO staff involved in planning and implementing community-based interventions in South Africa.

COURSE OUTLINE

Day 1: Introduction to Community Needs Assessment

- Overview of community development and needs assessment
- Key terms and definitions
- The South African socio-economic context and its impact on communities
- Ethical principles: confidentiality, informed consent, and respect
- Phases of a community needs assessment: planning, data collection, analysis, reporting

Day 2: Stakeholder Identification and Engagement

- Mapping stakeholders: community leaders, government, NGOs, businesses
- Inclusive engagement: gender, youth, elderly, people with disabilities
- Communication strategies for diverse audiences
- Managing expectations and conflicts
- Tools for stakeholder analysis (e.g., power-interest grid)

Day 3: Data Collection Methods – Quantitative Approaches

- Types of quantitative data: demographics, service usage, needs prevalence
- Survey design: question types, wording, and scaling
- Sampling methods: random, stratified, cluster
- Data collection tools: paper, digital (e.g., mobile apps)
- Pilot testing and validation

Day 4: Data Collection Methods – Qualitative Approaches

- Focus group facilitation: guides, moderation, and recording
- Key informant interviews: selecting informants and questioning techniques
- Participatory rural appraisal (PRA) tools: mapping, ranking, calendars
- Observation methods and field notes
- Ethical considerations in qualitative research

Day 5: Data Analysis and Interpretation

- Quantitative analysis: frequencies, percentages, cross-tabulations
- Qualitative analysis: coding, themes, and narratives
- Using software (e.g., Excel, NVivo basics) for analysis
- Data triangulation and validation
- Prioritisation methods: ranking, scoring, consensus

Day 6: Community Asset Mapping and Resource Identification

- Principles of asset-based community development
- Types of assets: human, social, physical, financial, natural
- Asset mapping techniques: interviews, community walks, surveys
- Creating an asset map and database
- Using assets to address identified needs

Day 7: Reporting and Presenting Findings

- Report structure: executive summary, methodology, findings, recommendations
- Data visualisation: charts, graphs, infographics
- Writing for impact: clarity, conciseness, and relevance
- Oral presentation skills and slide design

- Feedback and dissemination strategies

Day 8: Planning and Implementing Interventions

- From needs to action: prioritising interventions
- Logic models: inputs, activities, outputs, outcomes, impact
- Setting SMART objectives
- Monitoring and evaluation plan: indicators, data sources, frequency
- Resource mobilisation and partnership development

Day 9: Reflection, Ethical Practice, and Course Wrap-Up

- Ethical dilemmas and case studies in South Africa
- Ubuntu in practice: respect, reciprocity, and solidarity
- Sustaining community engagement beyond assessment
- Action planning for continuous improvement
- Course review and certification

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 4**.

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
03 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	18 Aug 2026	On-Campus	Mauritius
07 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Mauritius

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 110053) 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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