



## 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

# Numerical Data Processing Analysis And Communication Training

Services / Transport, Operations and Logistics

Unit Standard 110083 · NQF Level 1 · 4 Credits · 1 Day

## COURSE OVERVIEW

This course equips learners with the skills to process, analyse, and communicate numerical data effectively within a business context. Participants will learn to interpret data sets, apply basic statistical techniques, and present findings in clear, actionable reports. The training ensures compliance with SAQA unit standard 110083 and enhances data-driven decision-making abilities.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Services                                  |
| Subfield        | Transport, Operations and Logistics       |
| Unit Standard   | 110083                                    |
| Accreditation   | SAQA Accredited · NQF Level 1 · 4 Credits |
| Duration        | 1 day                                     |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Apply basic statistical methods to process and analyse numerical data sets.
- Interpret data patterns and trends to support informed decision-making.
- Design clear and accurate data presentations using tables, charts, and graphs.
- Communicate numerical findings effectively in written and verbal formats.
- Evaluate data quality and identify potential errors or inconsistencies.
- Implement data handling procedures that comply with organisational standards.

## WHO SHOULD ATTEND

- This course is designed for professionals who work with numerical data in their daily roles, including administrators, supervisors, and junior managers seeking to improve their data handling and reporting skills.

## COURSE OUTLINE

### Day 1: Fundamentals of Numerical Data Processing, Analysis and Communication

- Introduction to numerical data: types, sources, and quality considerations.
- Descriptive statistics: measures of central tendency and dispersion.
- Data visualisation: tables, charts, and graphs (bar, line, pie).
- Basic inferential statistics: sampling and confidence intervals.
- Identifying trends, patterns, and outliers in data.
- Principles of effective data communication: audience, context, and clarity.
- Ethical considerations in numerical data handling and reporting.
- Practical exercise: analysing a provided dataset and preparing a summary report.

## 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 **4 NQF credits** at **NQF Level 1**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 12,800.00        | R 12,800.00 |
| 1         | In-House             | R 16,600.00        | R 16,600.00 |
| 1         | On-Campus (Pretoria) | R 19,200.00        | R 19,200.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                      |
|-------------|-------------|-----------|----------------------------|
| 04 Aug 2026 | 04 Aug 2026 | On-Campus | Pretoria, South Africa     |
| 04 Aug 2026 | 04 Aug 2026 | On-Campus | Lagos, Nigeria             |
| 05 Aug 2026 | 05 Aug 2026 | On-Campus | Cape Town, South Africa    |
| 06 Aug 2026 | 06 Aug 2026 | On-Campus | Johannesburg, South Africa |
| 07 Aug 2026 | 07 Aug 2026 | On-Campus | Dubai, UAE                 |
| 10 Aug 2026 | 10 Aug 2026 | On-Campus | Abu Dhabi, UAE             |
| 11 Aug 2026 | 11 Aug 2026 | On-Campus | Dubai, UAE                 |
| 12 Aug 2026 | 12 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](http://www.aaticd.co.za), open the page for this course (Unit Standard 110083) 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](mailto: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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