



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

Road Transport Operations Data Collation And Processing Training

Services / Transport, Operations and Logistics

Unit Standard 113826 · NQF Level 4 · 9 Credits · 6 Days

COURSE OVERVIEW

This course equips learners with the skills to collate, process, and manage data related to road transport operations. Participants will learn to capture, verify, and store transport data accurately, ensuring compliance with industry standards and supporting effective decision-making.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	113826
Accreditation	SAQA Accredited · NQF Level 4 · 9 Credits
Duration	6 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Collate road transport operations data from various sources accurately.
- Process and verify data to ensure completeness and correctness.
- Apply data processing techniques to generate reports and summaries.
- Implement data storage and retrieval systems in line with organisational procedures.
- Demonstrate compliance with relevant legislation and standards in data handling.
- Evaluate data quality and recommend improvements to data collation processes.

WHO SHOULD ATTEND

- This course is designed for transport administrators, fleet controllers, logistics coordinators, and data capturers involved in road transport operations who need to handle data efficiently.

COURSE OUTLINE

Day 1: Introduction to Road Transport Operations and Data Concepts

- Overview of the South African road transport industry
- Types of transport operations (freight, passenger, hazardous goods)
- Sources of operational data (trip sheets, GPS, fuel records, weighbridge tickets)
- Legal and regulatory frameworks (NRTA, AARTO, SAQA)
- Data vs information vs knowledge
- Importance of accurate data for fleet management and compliance

Day 2: Data Collection Methods and Tools

- Manual data collection (trip sheets, logbooks, inspection reports)
- Electronic data capture (telematics, onboard computers, mobile apps)
- Data capture standards and formats
- Data validation and error checking
- Tools for data collection (spreadsheets, databases, specialised software)
- Practical exercise: completing a trip sheet and entering data into a spreadsheet

Day 3: Data Processing and Verification

- Data entry and coding
- Data cleaning (handling missing values, duplicates, outliers)
- Verification techniques (cross-referencing, range checks)
- Using Excel for data sorting, filtering, and basic calculations
- Introduction to database concepts (tables, queries)
- Practical exercise: cleaning a sample dataset and verifying against source documents

Day 4: Data Analysis and Interpretation

- Descriptive statistics (mean, median, mode, range)
- Trend analysis (fuel consumption, route efficiency, downtime)
- Data visualisation (bar charts, line graphs, pie charts)
- Creating summary reports
- Introduction to pivot tables in Excel
- Practical exercise: analysing a week's fuel usage data and presenting findings

Day 5: Data Reporting and Compliance

- Types of reports (daily, weekly, monthly, ad hoc)
- Regulatory reporting (e.g., dangerous goods, driver hours)
- Report formatting and presentation standards
- Data privacy (POPIA) and confidentiality
- Quality assurance of reports
- Practical exercise: generating a compliance report from a dataset

Day 6: Integration, Review, and Assessment

- Recap of the data management lifecycle
- Case studies: common data challenges in road transport
- Best practices for data management
- Continuous improvement and feedback loops
- Final assessment (written and practical)

- Course evaluation 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 **9 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 25,600.00	R 25,600.00
1	In-House	R 33,300.00	R 33,300.00
1	On-Campus (Pretoria)	R 38,400.00	R 38,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	12 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE

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 113826) 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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