



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

Workplace Information Verification Analysis And Processing Training

Services / Consumer Services

Unit Standard 114484 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to verify, analyse, and process workplace information effectively. Participants will learn to assess information reliability, apply verification techniques, and manage data processing workflows, ensuring accuracy and compliance in organisational records management.

Category	Services
Subfield	Consumer Services
Unit Standard	114484
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply verification techniques to confirm the accuracy and reliability of workplace information.
- Analyse information sources to identify inconsistencies or errors in data.
- Evaluate the appropriateness of information processing methods for different types of data.
- Implement processing procedures to organise and store information in accordance with organisational policies.
- Demonstrate the ability to document verification and analysis results for audit purposes.
- Design a workflow for processing information that ensures data integrity and security.

WHO SHOULD ATTEND

- This course is designed for administrative staff, data entry clerks, records managers, and any professionals responsible for handling, verifying, and processing information within their organisation.

COURSE OUTLINE

Day 1: Introduction to Information Verification and Processing

- Definition and importance of information verification
- Types of information: primary vs secondary sources
- Criteria for evaluating source reliability
- Legal frameworks: POPIA, confidentiality, and data protection
- Ethical considerations in information management
- Overview of information processing lifecycle

Day 2: Information Gathering Techniques

- Structured vs unstructured information gathering
- Interview techniques: open-ended, closed, and probing questions
- Online research strategies: search engines, databases, and Boolean operators
- Accessing organisational records and internal data
- Observation and documentation methods
- Creating information collection logs

Day 3: Verification Methods and Cross-Referencing

- Cross-referencing: comparing multiple sources
- Triangulation: using three or more independent sources
- Identifying misinformation, disinformation, and bias
- Verification of digital information: metadata, timestamps, and source checks
- Common verification errors and how to avoid them
- Practical exercises: verifying sample data sets

Day 4: Information Analysis and Interpretation

- Qualitative vs quantitative analysis techniques
- Identifying patterns and trends in data
- Introduction to basic statistics: mean, median, mode, and standard deviation
- Critical thinking frameworks: SWOT, PESTLE, and root cause analysis
- Interpreting graphs, charts, and tables
- Drawing evidence-based conclusions

Day 5: Information Processing and Reporting

- Structuring information: outlines, headings, and summaries
- Report writing formats: executive summaries, findings, and recommendations
- Visual aids: charts, graphs, and infographics
- Referencing styles: APA, Harvard, or organisational standards
- Quality assurance: proofreading and editing
- Practical exercise: compiling a verification report

Day 6: Technology Tools for Information Management

- Spreadsheet functions: VLOOKUP, conditional formatting, and data validation
- Database queries: SQL basics for filtering and sorting
- Collaboration platforms: shared drives, version control, and permissions
- Information security: encryption, passwords, and access controls
- Automation tools for repetitive verification tasks

- Hands-on lab: using Excel for data verification

Day 7: Integration, Assessment, and Continuous Improvement

- Capstone project: full verification and analysis of a complex data set
- Summative assessment: practical and theoretical components
- Feedback and reflection on learning
- Developing a continuous improvement plan
- Application to workplace: case studies from various industries
- Course wrap-up and certification guidance

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, South Africa

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 114484) 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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