



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

Information Gathering And Management For Business Decisions Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 115823 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically gather, analyse, and manage information to support effective business decision-making. Participants will learn to evaluate information sources, apply data management techniques, and present findings to drive strategic and operational decisions.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	115823
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate methods to gather information from various sources for business decision-making.
- Analyse and evaluate the quality and relevance of gathered information.
- Design and implement information management systems to organise and store data effectively.
- Demonstrate the ability to interpret information and present findings to support decision-making.
- Evaluate the impact of information management practices on business performance.
- Implement ethical and legal considerations in information gathering and management.

WHO SHOULD ATTEND

- Managers, team leaders, business analysts, and professionals responsible for collecting and using information to make informed business decisions in any industry.

COURSE OUTLINE

Day 1: Foundations of Information Gathering and Management

- Introduction to information management and business decisions
- Types of information: qualitative vs quantitative, primary vs secondary
- Information sources: databases, reports, stakeholders, market research
- Data collection methods: surveys, interviews, observation, document analysis
- Ensuring data quality: validity, reliability, and bias
- Legal and ethical frameworks: POPIA, confidentiality, and intellectual property
- Organising and storing information: filing systems and digital tools

Day 2: Analysing Information and Applying to Business Decisions

- Information analysis techniques: SWOT, trend analysis, and gap analysis
- Using spreadsheets and software for data manipulation
- Drawing conclusions and making recommendations
- Presenting information: reports, dashboards, and visual aids
- Decision-making models: rational and intuitive approaches
- Case study: applying information to a real business scenario
- Review and assessment of learning outcomes

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	13 Aug 2026	On-Campus	Mauritius
18 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Durban, 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 115823) 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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