



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

Social Security Administration System Data Processing And Management Training

Business, Commerce and Management Studies / Public Administration

Unit Standard 116248 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to process and manage data within South Africa's social security administration system. Participants will understand the legislative framework, data handling procedures, and system integrity requirements to ensure efficient and compliant service delivery.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	116248
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legislative and regulatory framework governing social security data management in South Africa.
- Implement data processing procedures to ensure accuracy, confidentiality, and security of social security records.
- Analyze data integrity issues and apply corrective measures within the administration system.
- Evaluate system outputs and generate reports to support decision-making and compliance.
- Demonstrate proficiency in using the social security administration system for data capture and retrieval.
- Design data processing workflows that align with organisational policies and service level agreements.

WHO SHOULD ATTEND

- This course is designed for data processors, administrators, and managers working in social security agencies or related government departments who are responsible for data entry, verification, and reporting.

COURSE OUTLINE

Day 1: Foundations of Social Security Data Processing and Management

- Overview of the South African social security system and relevant legislation (e.g., SASSA, UIF).
- Data governance, privacy, and security protocols (POPIA compliance).
- Data lifecycle: collection, storage, processing, and disposal.
- System navigation and user roles in the social security administration system.
- Data entry standards, validation rules, and error handling.
- Data retrieval methods and report generation basics.
- Introduction to data quality metrics and auditing.
- Practical exercise: Simulated data entry and correction scenario.

Day 2: Advanced Data Processing, Analysis, and System Integration

- Advanced data processing techniques: batch processing, scheduling, and automation.
- Data transformation and mapping for system integration (e.g., with Home Affairs, SARS).
- Data analysis methods: trend analysis, exception reporting, and fraud detection.
- Reconciliation procedures between different data sources and subsystems.
- Troubleshooting common data processing errors and system failures.
- System performance monitoring and capacity planning.
- Data backup, disaster recovery, and business continuity considerations.
- Practical exercise: End-to-end data processing and analysis project.

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	04 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Pretoria, 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 116248) 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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