



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

Background Information Collection And Collation Methods Training

Communication Studies and Language / Communication Studies

Unit Standard 116804 · NQF Level 6 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically collect, collate, and organize background information from various sources. It focuses on methods for gathering accurate data, verifying its reliability, and presenting it in a structured format for decision-making and reporting purposes.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	116804
Accreditation	SAQA Accredited · NQF Level 6 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate methods to collect background information from specified sources.
- Analyze collected data for accuracy, relevance, and completeness.
- Demonstrate the ability to collate information into a coherent and structured format.
- Evaluate the reliability and validity of information sources.
- Implement procedures for storing and retrieving collated information.
- Present collated information in a clear and concise manner for intended users.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, data capturers, researchers, and records management personnel who are responsible for collecting and organizing information within their organizations.

COURSE OUTLINE

Day 1: Introduction to Background Information Collection and Collation

- Overview of background information collection.
- Differences between data, information, and intelligence.
- Ethical frameworks and legal compliance (e.g., POPIA).
- Information lifecycle: collection, collation, analysis, dissemination.
- Case studies illustrating consequences of poor information management.

Day 2: Information Sources and Types

- Primary vs secondary sources.
- Open-source intelligence (OSINT) tools and techniques.
- Proprietary databases and subscription services.
- Social media and online footprint analysis.
- Human intelligence (HUMINT) basics.
- Source verification and credibility assessment.

Day 3: Planning and Scoping Information Collection

- Needs assessment and requirement analysis.
- Formulating KIQs and indicators.
- Collection plan components: scope, resources, timeline.
- Risk management in information collection.
- Legal and ethical boundaries during planning.
- Practical exercise: drafting a collection plan.

Day 4: Data Collection Techniques – Surveys and Interviews

- Survey design principles: question types, bias avoidance.
- Sampling methods and target population.
- Interview techniques: structured, semi-structured, unstructured.
- Building rapport and managing difficult respondents.
- Note-taking and recording best practices.
- Role-play: conducting an information-gathering interview.

Day 5: Data Collection Techniques – Observation and Document Analysis

- Participant vs non-participant observation.
- Structured observation protocols.
- Document analysis: types (public records, reports, correspondence).
- Authenticity and provenance checks.
- Content analysis techniques.
- Practical exercise: observing and documenting a scenario.

Day 6: Digital Collection Methods and OSINT Tools

- Introduction to OSINT tools: Maltego, Shodan, Google Dorking.
- Social media analysis: Facebook, Twitter, LinkedIn.
- Metadata extraction and analysis.
- Dark web basics and access considerations.
- Digital footprint management.
- Hands-on lab: using OSINT tools for a target profile.

Day 7: Collation Methods – Organising and Storing Information

- Collation principles: sorting, categorising, cross-referencing.
- Database design for information storage.
- Spreadsheet functions for data organisation.
- Physical vs digital filing systems.
- Information security measures: access control, encryption.
- Practical exercise: collating a dataset.

Day 8: Data Validation and Verification

- Triangulation: using multiple sources.
- Source reliability ratings.
- Fact-checking techniques.
- Identifying bias and misinformation.
- Chain of custody for information.
- Practical exercise: validating a set of collected data.

Day 9: Analysis and Interpretation of Collated Information

- Analytical thinking models: SWOT, PESTLE.
- Link analysis: mapping relationships.
- Timeline analysis: sequencing events.
- Pattern recognition and anomaly detection.
- Cognitive biases: confirmation bias, anchoring.
- Practical exercise: analysing a collated dataset.

Day 10: Reporting and Dissemination of Information

- Report structure: executive summary, findings, conclusions.
- Writing style: factual, objective, concise.
- Visualisation: charts, graphs, maps.
- Audience analysis: adjusting content and detail.
- Dissemination channels and security classifications.
- Practical exercise: drafting a report.

Day 11: Legal, Ethical, and Professional Standards

- POPIA: consent, purpose limitation, data subject rights.
- RICA: interception of communications.
- Ethical dilemmas in information collection.
- Professional codes of conduct.
- Handling classified or sensitive material.
- Case studies: ethical breaches and consequences.

Day 12: Practical Integration and Assessment

- Simulation: scenario brief and collection plan.
- Execution: data collection using multiple methods.
- Collation and analysis of simulated data.
- Report writing and presentation.
- Feedback and debrief.
- Final assessment and certification criteria.

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 **15 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 45,100.00	R 45,100.00
1	In-House	R 58,600.00	R 58,600.00
1	On-Campus (Pretoria)	R 67,600.00	R 67,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	27 Aug 2026	On-Campus	Mauritius
13 Aug 2026	28 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	31 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	01 Sep 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 116804) 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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