



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

Organisational Diversity Audit And Recommendations Development Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116920 · NQF Level 5 · 18 Credits · 15 Days

COURSE OVERVIEW

This course equips learners with the skills to conduct a comprehensive diversity audit within an organisation, analyse the findings, and develop actionable recommendations to enhance inclusivity and equity. Participants will gain the ability to assess current diversity practices, identify gaps, and propose strategic interventions aligned with South African employment equity legislation and organisational goals.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	116920
Accreditation	SAQA Accredited · NQF Level 5 · 18 Credits
Duration	15 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply diversity audit frameworks to assess the current state of diversity and inclusion within an organisation.
- Analyse quantitative and qualitative data to identify diversity gaps and areas for improvement.
- Evaluate organisational policies and practices against legislative requirements and best practices.
- Design evidence-based recommendations to address identified diversity challenges.
- Develop a diversity action plan with measurable targets and timelines.
- Demonstrate the ability to present audit findings and recommendations to stakeholders effectively.

WHO SHOULD ATTEND

- This course is designed for HR professionals, diversity and inclusion officers, transformation managers, and senior leaders responsible for driving organisational change and compliance with employment equity requirements.

COURSE OUTLINE

Day 1: Introduction to Organisational Diversity and the SAQA Context

- Defining diversity, inclusion, equity, and belonging.
- Overview of South African legislation: Employment Equity Act, BBBEE, and SAQA requirements.
- Introduction to Unit Standard 116920: outcomes and assessment criteria.
- The diversity audit lifecycle: planning, data collection, analysis, and reporting.
- Ethical considerations in diversity auditing.

Day 2: Diversity Audit Frameworks and Models

- Review of diversity audit models: McKinsey, Deloitte, and SA-specific models.
- The diversity maturity model: from compliance to inclusion.
- Stakeholder mapping and engagement strategies.
- Developing an audit charter and terms of reference.
- Integrating diversity with organisational strategy.

Day 3: Data Collection Methods for Diversity Audits

- Surveys and questionnaires: design and validation.
- Focus groups and interviews: facilitation techniques.
- Analysing existing HR data: demographics, turnover, promotions.
- Observational methods and document reviews.
- Data privacy and protection: POPIA compliance.

Day 4: Measuring Diversity: Demographics and Representation

- Key metrics: diversity index, inclusion index, equity score.
- Data visualisation for demographic analysis.
- Intersectionality: measuring multiple diversity dimensions.
- Benchmarking using StatsSA and EEA reports.
- Interpreting representation data for decision-making.

Day 5: Assessing Inclusion: Policies, Practices, and Culture

- Policy review checklist: recruitment, promotion, accommodation.
- Inclusion surveys: designing and administering.
- Focus groups on workplace culture and belonging.
- Auditing physical and digital accessibility.
- Analysing grievance and complaint data for bias patterns.

Day 6: Analysing Diversity Data: Statistical Techniques

- Descriptive statistics: means, proportions, distributions.
- Chi-square tests for independence in representation.
- Regression analysis to identify predictors of inclusion.
- Using Excel and SPSS for diversity analytics.
- Creating dashboards and infographics for stakeholders.

Day 7: Qualitative Analysis of Diversity and Inclusion

- Thematic analysis: coding and theme development.
- Using NVivo or manual coding techniques.
- Narrative analysis of employee stories.
- Triangulation of qualitative and quantitative data.

- Reporting verbatim quotes with confidentiality.

Day 8: Identifying Diversity Gaps and Root Causes

- Gap analysis techniques: current vs. desired state.
- Root cause analysis tools: fishbone, 5 Whys.
- Prioritisation matrix: urgency, severity, alignment with strategy.
- Case studies: common gaps in South African organisations.
- Documenting findings for audit report.

Day 9: Developing Diversity Audit Recommendations

- Writing SMART objectives for diversity initiatives.
- Recommendation categories: policy, practice, training, culture.
- Cost-benefit analysis of recommendations.
- Developing an action plan with KPIs.
- Change management models for diversity initiatives.

Day 10: Designing Diversity Training Programmes

- Needs assessment for diversity training.
- Curriculum design: unconscious bias, cultural competence, inclusive leadership.
- Facilitation techniques for sensitive topics.
- Measuring learning outcomes and behaviour change.
- Sustaining training impact through reinforcement.

Day 11: Monitoring and Evaluation of Diversity Initiatives

- Logic models and theory of change for diversity.
- Key performance indicators: representation, retention, engagement.
- Data collection for M&E: pulse surveys, focus groups.
- Reporting cycles and accountability structures.
- Adaptive management: using feedback loops.

Day 12: Reporting and Communicating Audit Findings

- Audit report structure: executive summary, methodology, findings, recommendations.
- Data storytelling: using narratives and visuals.
- Presentation skills for sensitive data.
- Handling difficult questions and pushback.
- Creating a communication plan for report dissemination.

Day 13: Integrating Diversity into Organisational Strategy

- Strategic alignment: linking diversity to mission, vision, values.
- Diversity balanced scorecard: financial, customer, internal, learning.
- Leadership commitment: setting diversity targets and incentives.
- Inclusive strategy formulation: involving diverse voices.
- Case studies of successful integration in SA companies.

Day 14: Legal Compliance and Ethical Considerations

- Employment Equity Act: reporting requirements and penalties.
- BBBEE scorecard and diversity implications.
- POPIA and data ethics in diversity audits.
- Ethical decision-making frameworks.
- Creating a safe environment for reporting discrimination.

Day 15: Capstone Project and Course Wrap-Up

- Capstone project: simulated diversity audit from data to recommendations.
- Peer presentations and feedback sessions.
- Reflection on learning journey and gaps.
- Resources for continued professional development.
- 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 **18 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 51,000.00	R 51,000.00
1	In-House	R 66,400.00	R 66,400.00
1	On-Campus (Pretoria)	R 76,500.00	R 76,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	27 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	28 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	31 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	01 Sep 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	02 Sep 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	03 Sep 2026	On-Campus	Durban, South Africa
14 Aug 2026	03 Sep 2026	On-Campus	Mauritius
17 Aug 2026	04 Sep 2026	On-Campus	Dubai, 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 116920) 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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