



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 Analysis Skills Training

Services / Transport, Operations and Logistics

Unit Standard 117728 · NQF Level 3 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to identify, gather, and analyze information from various sources to support decision-making and problem-solving in the workplace. Participants will learn to evaluate the reliability and validity of information and present findings effectively. The training is aligned with the SAQA unit standard 117728 and is designed for professionals seeking to enhance their research and analytical capabilities.

Category	Services
Subfield	Transport, Operations and Logistics
Unit Standard	117728
Accreditation	SAQA Accredited · NQF Level 3 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply a range of information gathering techniques to collect data from appropriate sources.
- Analyze gathered information to identify patterns, trends, and key insights.
- Evaluate the reliability, validity, and relevance of information sources.
- Demonstrate the ability to synthesize information from multiple sources into coherent findings.
- Present analyzed information in a clear and structured format suitable for the intended audience.
- Implement ethical practices in information gathering and analysis, including confidentiality and attribution.

WHO SHOULD ATTEND

- This course is ideal for professionals, supervisors, and managers who need to gather and analyze information as part of their roles, including those in research, administration, and project management.

COURSE OUTLINE

Day 1: Foundations of Information Gathering and Analysis

- Introduction to information gathering: purpose and ethical considerations.
- Types of information: primary vs secondary, qualitative vs quantitative.
- Sources of information: internal records, surveys, interviews, observations, databases.
- Techniques for collecting information: questionnaires, interviews, document analysis.
- Recording and storing information: note-taking, data entry, filing systems.
- Basic data analysis: sorting, categorising, summarising.
- Identifying trends, patterns, and outliers in data.
- Reporting findings: structuring a simple analysis report.

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 **3 NQF credits** at **NQF Level 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	05 Aug 2026	On-Campus	Mauritius
06 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	10 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	13 Aug 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 117728) 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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