



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

Work With Numbers Operations With Numbers And Relationships Between Numbers Training

Physical, Mathematical, Computer and Life Sciences / Mathematical Sciences

Unit Standard 119370 · NQF Level 1 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the foundational skills to work confidently with numbers, perform basic arithmetic operations, and understand relationships between numbers. It is designed to build numerical competence for everyday work tasks and further learning in quantitative fields.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Mathematical Sciences
Unit Standard	119370
Accreditation	SAQA Accredited · NQF Level 1 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply basic arithmetic operations (addition, subtraction, multiplication, division) to solve workplace problems.
- Analyze numerical data to identify patterns and relationships.
- Demonstrate the ability to estimate and check the reasonableness of answers.
- Use number relationships, such as ratios and proportions, to interpret information.
- Perform calculations involving whole numbers, fractions, decimals, and percentages.
- Evaluate numerical information from different sources to support decision-making.

WHO SHOULD ATTEND

- This course is ideal for entry-level employees, administrative staff, and anyone who needs to strengthen their basic numeracy skills for workplace applications.

COURSE OUTLINE

Day 1: Foundational Number Concepts and Operations

- Classification of numbers: natural, whole, integers, rational, irrational.
- Place value and decimal system.
- Basic arithmetic operations: addition, subtraction, multiplication, division.
- Order of operations (BODMAS/PEMDAS).
- Rounding and estimation.
- Introduction to number lines.
- Simple word problems.

Day 2: Fractions, Decimals, Percentages, and Ratios

- Fractions: equivalent, simplifying, operations.
- Decimals: addition, subtraction, multiplication, division.
- Converting between fractions, decimals, and percentages.
- Percentage calculations: increase, decrease, and finding percentage of a quantity.
- Ratios: simplifying, dividing in a given ratio.
- Proportions: direct and inverse.
- Rates: speed, density, unit pricing.
- Practical problem-solving.

Day 3: Number Relationships, Patterns, and Practical Applications

- Number patterns: arithmetic and geometric sequences.
- Exponents: rules and calculations.
- Square roots and cube roots.
- Scientific notation.
- Number relationships: factors, multiples, prime numbers, LCM, HCF.
- Real-world applications: budgeting, interest calculations, measurement conversions.
- Integrated problem-solving exercises.
- Unit standard assessment preparation.

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 **6 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 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 119370) 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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