



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

Interpret And Use Information From Texts Training

Communication Studies and Language / Language

Unit Standard 119457 · NQF Level 3 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to interpret and use information from a variety of texts, including reports, manuals, and digital sources. Participants will develop the ability to extract key information, evaluate its relevance, and apply it effectively in workplace contexts. The training enhances critical thinking and analytical skills essential for informed decision-making.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119457
Accreditation	SAQA Accredited · NQF Level 3 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze different types of texts to identify main ideas, supporting details, and underlying assumptions.
- Evaluate the credibility and relevance of information from various sources.
- Synthesize information from multiple texts to form coherent conclusions.
- Apply extracted information to solve workplace problems or support decision-making.
- Demonstrate the ability to reference and cite sources appropriately.
- Implement strategies for effective note-taking and summarization of complex texts.

WHO SHOULD ATTEND

- This course is designed for employees at all levels who need to interpret and apply information from written sources in their daily work.
- It is particularly beneficial for administrative staff, supervisors, and team leaders seeking to improve their reading comprehension and information usage skills.

COURSE OUTLINE

Day 1: Foundational Skills for Text Interpretation

- Introduction to text types: narratives, informational, persuasive.
- Reading strategies: skimming, scanning, and close reading.
- Identifying main ideas and supporting details.
- Using context clues for vocabulary.
- Recognising text features (headings, captions, bullet points).
- Practice summarising paragraphs.
- Guided exercises with workplace texts (memos, instructions).
- Group discussion on text purpose and audience.

Day 2: Advanced Analysis and Application of Texts

- Analysing tone, bias, and perspective in texts.
- Comparing and contrasting information from different sources.
- Drawing logical conclusions and making inferences.
- Integrating information to inform decision-making.
- Practical application: interpreting reports, policies, and procedures.
- Techniques for presenting findings: summaries, recommendations.
- Group activity: case study analysis and presentation.
- Assessment: interpret a complex text and produce a written response.

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 3**.

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
06 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	11 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 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 119457) 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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