



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

Carry Out A Needs Assessment Of An Individual Of Any Age Training

Health Sciences and Social Services / Curative Health

Unit Standard 120171 · NQF Level 3 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the skills to conduct a comprehensive needs assessment for individuals of any age, from children to the elderly. Participants will learn to identify gaps between current and desired performance, select appropriate assessment tools, and compile actionable recommendations. The course is aligned with SAQA Unit Standard 120171 and prepares learners to apply these techniques in educational, workplace, or community settings.

Category	Health Sciences and Social Services
Subfield	Curative Health
Unit Standard	120171
Accreditation	SAQA Accredited · NQF Level 3 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate understanding of the principles and processes of needs assessment for individuals of any age.
- Apply appropriate data-gathering techniques to identify the needs of an individual.
- Analyze collected data to determine the gap between current and desired performance or well-being.
- Evaluate the impact of individual, environmental, and systemic factors on needs.
- Design a needs assessment plan that is ethical, inclusive, and age-appropriate.
- Compile and present a needs assessment report with clear recommendations.

COURSE OUTLINE

Day 1: Introduction to Needs Assessment and Ethical Foundations

- Overview of needs assessment: purpose and benefits
- Ethical considerations: confidentiality, informed consent, respect
- South African context: relevant legislation (e.g., Children's Act, Older Persons Act)
- Roles and responsibilities of the assessor
- Unit standard 120171: scope and expectations

Day 2: Understanding Human Development Across the Lifespan

- Lifespan development theories (Erikson, Piaget, etc.)
- Infancy and early childhood: attachment and basic needs
- Adolescence: identity, peer influence, risk behaviours
- Adulthood: career, relationships, health transitions
- Older adulthood: cognitive decline, loss, independence

Day 3: Communication Skills for Needs Assessment

- Verbal and non-verbal communication
- Active listening: paraphrasing, reflecting, summarising
- Questioning techniques: open, closed, probing
- Communicating with children, adolescents, adults, and elderly
- Cultural sensitivity and language considerations

Day 4: Data Collection Methods and Tools

- Interviews: structured, semi-structured, unstructured
- Observations: naturalistic, structured, participant
- Surveys and questionnaires: types, wording, scaling
- Document review: existing records, reports, assessments
- Psychometric considerations: bias, cultural fairness

Day 5: Conducting the Needs Assessment Interview

- Pre-interview preparation: setting, materials, consent
- Interview structure: opening, body, closing
- Handling resistance, anxiety, or distress
- Probing for depth without leading
- Note-taking and recording: methods and ethics

Day 6: Assessing Needs in Children and Adolescents

- Child-friendly assessment: drawing, storytelling, games
- Adolescent assessment: respecting autonomy, confidentiality
- Collaboration with parents, teachers, and caregivers
- Screening for developmental disorders
- Child protection protocols and mandatory reporting

Day 7: Assessing Needs in Adults and Older Persons

- Adult needs: work-life balance, financial stress, relationships
- Health-related needs: chronic illness, disability, mental health
- Geriatric assessment: ADLs, IADLs, cognitive screening
- Dementia and communication strategies

- End-of-life considerations and advance care planning

Day 8: Analysing and Interpreting Assessment Data

- Data triangulation: combining interview, observation, records
- Identifying strengths and resources alongside needs
- Recognising unmet versus expressed needs
- Cultural considerations in interpretation
- Documenting findings: summaries and reports

Day 9: Reporting and Feedback Strategies

- Report structure: introduction, methods, findings, recommendations
- Language: objective, non-judgemental, person-centred
- Verbal feedback: timing, setting, empathy
- Written feedback: clarity, actionability
- Referral pathways and follow-up recommendations

Day 10: Integrating Needs Assessment with Intervention Planning

- From assessment to intervention: models and frameworks
- Person-centred planning: goals, steps, timelines
- Multidisciplinary collaboration: roles, communication
- Resource mapping: community services, support groups
- Evaluation and reassessment cycles

Day 11: Practical Application and Role-Play

- Role-play scenarios: child, adolescent, adult, older person
- Peer observation and feedback using a rubric
- Self-reflection on interviewing and analysis skills
- Troubleshooting common challenges
- Debriefing and group discussion

Day 12: Consolidation, Assessment, and Course Closure

- Summative assessment: case study analysis or practical demonstration
- Q&A; session on challenging topics
- Portfolio evidence requirements
- Professional development resources
- Course evaluation and certificates

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 3**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 41,000.00	R 41,000.00
1	In-House	R 53,300.00	R 53,300.00
1	On-Campus (Pretoria)	R 61,500.00	R 61,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Jul 2026	22 Jul 2026	On-Campus	Kampala, Uganda
07 Jul 2026	22 Jul 2026	On-Campus	Mbabane, Eswatini
08 Jul 2026	23 Jul 2026	On-Campus	Mombasa, Kenya
09 Jul 2026	24 Jul 2026	On-Campus	Luanda, Angola
10 Jul 2026	27 Jul 2026	On-Campus	Kigali, Rwanda
13 Jul 2026	28 Jul 2026	On-Campus	Kampala, Uganda
14 Jul 2026	29 Jul 2026	On-Campus	Accra, Ghana
15 Jul 2026	30 Jul 2026	On-Campus	Dar es Salaam, Tanzania

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 120171) 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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