



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

Data-Driven Decision Making for Public Sector

Business, Commerce and Management Studies / Public Administration

Unit Standard 242912 · NQF Level 7 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips public sector professionals with the skills to integrate qualitative and quantitative information, methods, and evidence to support effective decision making. Participants will learn to critically evaluate diverse data sources and apply evidence-based approaches to enhance policy development and service delivery. The course bridges theory and practice, empowering learners to make informed decisions that align with public sector governance and accountability standards.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242912
Accreditation	SAQA Accredited · NQF Level 7 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply quantitative and qualitative data collection and analysis methods to public sector decision-making contexts.
- Evaluate the reliability, validity, and relevance of diverse evidence sources for informing policy and operational decisions.
- Integrate qualitative insights with quantitative data to develop comprehensive evidence-based recommendations.
- Analyse the ethical and legal implications of using data in public sector decision making.
- Demonstrate the ability to communicate evidence-based findings to diverse stakeholders in a clear and actionable manner.
- Design a decision-making framework that incorporates both qualitative and quantitative evidence to address a public sector challenge.

WHO SHOULD ATTEND

- This course is designed for public sector managers, policy analysts, and officials involved in planning, monitoring, and evaluation.
- It is also suitable for professionals seeking to strengthen their evidence-based decision-making capabilities within government or parastatal organisations.

COURSE OUTLINE

Day 1: Foundations of Data-Driven Decision Making

- Introduction to data-driven decision making
- Data types: qualitative vs quantitative, structured vs unstructured
- Data sources in the public sector
- The decision-making cycle: data collection, analysis, interpretation, action
- Ethical principles: privacy, consent, transparency
- Data quality dimensions: accuracy, completeness, consistency
- Overview of data governance frameworks

Day 2: Data Collection and Preparation

- Defining data requirements from decision questions
- Data collection methods: surveys, administrative data, sensors
- Sampling techniques for public sector contexts
- Data cleaning: handling missing values, duplicates, outliers
- Data transformation: formatting, aggregation, merging
- Data documentation and metadata
- Practical: hands-on data cleaning exercise

Day 3: Data Analysis Techniques

- Descriptive statistics: mean, median, mode, standard deviation
- Data visualisation: bar charts, histograms, scatter plots, trend lines
- Introduction to inferential statistics: confidence intervals, hypothesis testing
- Comparing groups: t-tests and chi-square tests
- Correlation vs causation
- Using Excel or equivalent for analysis
- Practical: analysing a public sector dataset

Day 4: Interpreting Data and Making Decisions

- From analysis to insight: drawing conclusions
- Decision-making frameworks: cost-benefit analysis, multi-criteria analysis
- Risk assessment and uncertainty communication
- Data storytelling: structuring a narrative
- Visual communication: dashboards and reports
- Stakeholder engagement: tailoring messages
- Practical: preparing a decision brief

Day 5: Implementing and Sustaining Data-Driven Culture

- Implementation roadmap: from pilot to scale
- Change management for data-driven culture
- Building data literacy across the organisation
- Monitoring and evaluation of decisions
- Feedback loops and iteration
- Case studies of public sector success
- Practical: designing a data-driven project plan

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 **8 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 26,400.00	R 26,400.00
1	In-House	R 34,400.00	R 34,400.00
1	On-Campus (Pretoria)	R 39,700.00	R 39,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 242912) 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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