



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

Public Sector Research Methodology for Major Reports

Business, Commerce and Management Studies / Public Administration

Unit Standard 242915 · NQF Level 7 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips public sector professionals with the advanced research methodologies required to compile major research reports. Participants will learn to design, conduct, and evaluate research that informs policy, programme evaluation, and strategic decision-making in a public sector context.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242915
Accreditation	SAQA Accredited · NQF Level 7 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate research methodologies to a defined public sector problem.
- Analyze data using qualitative and quantitative methods for policy-relevant conclusions.
- Evaluate the ethical and legal considerations in public sector research.
- Design a research proposal that aligns with public sector governance frameworks.
- Implement data collection techniques that ensure validity and reliability.
- Demonstrate the ability to compile a major research report with actionable recommendations.

WHO SHOULD ATTEND

- This course is designed for public sector managers, policy analysts, researchers, and officials who are required to produce or oversee major research reports as part of their duties.

COURSE OUTLINE

Day 1: Introduction to Public Sector Research

- Overview of public sector research
- Types of research: basic, applied, evaluation
- Research ethics and governance
- The research process: from problem to report
- Introduction to the unit standard 242915

Day 2: Problem Definition and Literature Review

- Defining the research problem
- Sources of research questions in the public sector
- Literature search strategies
- Critical appraisal of sources
- Building a conceptual framework

Day 3: Research Design and Methodology

- Research design types: descriptive, correlational, experimental
- Qualitative approaches: case studies, interviews
- Quantitative approaches: surveys, experiments
- Mixed-methods design
- Sampling methods and sample size determination

Day 4: Data Collection Methods

- Questionnaire design and testing
- Interview protocols
- Focus group facilitation
- Observation methods
- Secondary data sources
- Data quality assurance

Day 5: Data Analysis and Interpretation

- Descriptive statistics
- Inferential statistics overview
- Qualitative data coding and thematic analysis
- Using SPSS or NVivo basics
- Interpreting results and drawing conclusions

Day 6: Writing and Structuring Major Reports

- Report structure: introduction, methodology, findings, conclusion
- Writing style for public sector reports
- Referencing and citation styles (e.g., Harvard, APA)
- Executive summary writing
- Formulating actionable recommendations

Day 7: Quality Assurance and Review Processes

- Quality criteria for research reports
- Peer review process
- Incorporating feedback

- Revision strategies
- Approval workflows in government

Day 8: Ethics, Stakeholder Engagement, and Dissemination

- Ethical issues in public sector research
- Informed consent and confidentiality
- Stakeholder mapping and engagement
- Dissemination strategies: reports, presentations, policy briefs
- Presentation skills

Day 9: Integration, Assessment, and Action Planning

- Review of key concepts
- Summative assessment: research proposal or report outline
- Action planning for real-world application
- Course evaluation and feedback
- Certification requirements

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 **12 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 38,300.00	R 38,300.00
1	In-House	R 49,800.00	R 49,800.00
1	On-Campus (Pretoria)	R 57,500.00	R 57,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Mauritius
13 Aug 2026	25 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	27 Aug 2026	On-Campus	Abu Dhabi, 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 242915) 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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