



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

Basic Information Literacy Skills

Communication Studies and Language / Information Studies

Unit Standard 244274 · NQF Level 5 · 15 Credits · 12 Days

COURSE OVERVIEW

This course equips learners with the foundational skills to access, evaluate, and use information effectively in academic, professional, and personal contexts. It covers identifying information needs, locating relevant sources, critically assessing information credibility, and applying ethical practices such as referencing and avoiding plagiarism. The course aims to foster independent and responsible information use in a digital age.

Category	Communication Studies and Language
Subfield	Information Studies
Unit Standard	244274
Accreditation	SAQA Accredited · NQF Level 5 · 15 Credits
Duration	12 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and articulate information needs in various contexts.
- Apply effective search strategies to locate relevant information from diverse sources.
- Evaluate the credibility, accuracy, and relevance of information sources.
- Demonstrate ethical use of information by applying referencing and citation techniques.
- Organize and synthesize information to support decision-making or problem-solving.
- Implement information literacy skills to enhance personal and professional productivity.

WHO SHOULD ATTEND

- This course is designed for entry-level employees, interns, students, and any individuals who need to improve their ability to find, evaluate, and use information for work or study purposes.
- It is ideal for those in administrative, research, or support roles where information literacy is essential.

COURSE OUTLINE

Day 1: Introduction to Information Literacy

- What is information literacy?
- The information cycle
- Types of information sources (primary, secondary, tertiary)
- Identifying information needs
- Overview of information literacy standards (e.g., ACRL)

Day 2: Information Sources and Access

- Libraries and information centres
- Online catalogues and databases
- Search engines and advanced search techniques
- Open access vs. subscription resources
- Ethical use of information resources

Day 3: Searching for Information

- Search strategy formulation
- Boolean operators (AND, OR, NOT)
- Keyword selection and subject headings
- Truncation, wildcards, and phrase searching
- Citation searching and reference mining

Day 4: Evaluating Information Sources

- The CRAAP test
- Scholarly vs. popular sources
- Identifying bias
- Evaluating websites (domain, authorship, timeliness)
- Fact-checking techniques

Day 5: Information Ethics and Plagiarism

- Copyright and fair use
- Plagiarism: definition and avoidance
- Citation styles (APA, MLA, Harvard)
- Paraphrasing and summarising
- Academic integrity policies

Day 6: Organising Information

- Reference management software (Zotero, Mendeley)
- Creating bibliographies manually
- Note-taking strategies
- File organisation and tagging
- Introduction to metadata

Day 7: Information Literacy in the Digital Age

- Digital vs. print information
- Social media as an information source
- Algorithms and filter bubbles
- Digital footprints and privacy

- Critical consumption of digital media

Day 8: Research Skills – Formulating Questions

- Formulating research questions
- PICO and other frameworks
- Topic narrowing and broadening
- Writing problem statements
- Aligning questions with sources

Day 9: Information Retrieval and Synthesis

- Advanced retrieval techniques
- Synthesis of information
- Identifying gaps
- Synthesis matrices
- Summarising and reporting

Day 10: Critical Thinking and Information Use

- Critical thinking models
- Analysing arguments
- Logical fallacies
- Evidence-based reasoning
- Decision-making using information

Day 11: Information Literacy in the Workplace

- Workplace information needs
- Problem-solving with information
- Information policies in organisations
- Effective communication of information
- Collaborative information projects

Day 12: Capstone Project and Review

- Capstone project guidelines
- Project work time
- Presentations
- Peer feedback
- Course review and reflection

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 43,000.00	R 43,000.00
1	In-House	R 56,000.00	R 56,000.00
1	On-Campus (Pretoria)	R 64,600.00	R 64,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	19 Aug 2026	On-Campus	Mauritius
05 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
06 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	24 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	25 Aug 2026	On-Campus	Mauritius

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 244274) 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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