



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Reference Skills for Workplace Research

Communication Studies and Language / Information Studies

Unit Standard 244277 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the ability to locate, evaluate, and apply reference sources effectively in a workplace context. Participants will develop skills to access information from various media, compile reference lists, and reference sources correctly using prescribed formats. The course enhances research capabilities and promotes ethical use of information.

Category	Communication Studies and Language
Subfield	Information Studies
Unit Standard	244277
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply techniques to locate and access relevant information from different reference sources.
- Evaluate the reliability, validity, and relevance of reference sources for workplace research.
- Demonstrate the ability to compile a reference list according to a specified referencing style.
- Apply ethical principles when using and citing sources, including avoiding plagiarism.
- Analyze information from multiple sources to support workplace decision-making.
- Implement a systematic approach to organizing and storing reference materials.

WHO SHOULD ATTEND

- This course is designed for employees, supervisors, and managers who need to conduct workplace research, compile reports, or reference sources accurately.
- It is suitable for individuals in any sector seeking to improve their information retrieval and referencing skills.

COURSE OUTLINE

Day 1: Foundations of Workplace Research and Reference Skills

- Introduction to workplace research: why it matters
- Types of information sources: primary, secondary, tertiary
- Evaluating source credibility: authority, accuracy, currency, relevance
- Developing a research question and search strategy
- Introduction to referencing styles (e.g., Harvard, APA)
- Ethical use of information and plagiarism prevention
- Practical exercise: searching for and evaluating a source

Day 2: Information Retrieval and Critical Analysis

- Advanced search operators and database searching
- Using library catalogues, academic databases, and credible websites
- Critical reading: identifying arguments, evidence, and bias
- Note-taking and summarising techniques
- In-text citations: direct quotes, paraphrasing, and summarising
- Building a reference list: rules and common errors
- Practical exercise: compiling a mini-reference list from sources

Day 3: Applying Research in the Workplace and Reporting

- Structuring a workplace research report: executive summary, body, conclusion
- Integrating references smoothly into text
- Using reference management software (e.g., Zotero, Mendeley)
- Quality assurance: checking citations and references
- Ethical considerations in workplace research
- Developing a personal research action plan
- Practical exercise: creating a short research report with references

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 **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 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 244277) 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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