



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

Information Collection for Publishing Processes

Communication Studies and Language / Communication Studies

Unit Standard 246530 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically collect, verify, and organize information for publishing processes in a corporate environment. It covers the identification of information sources, evaluation of data relevance, and application of ethical and legal standards, ensuring accurate and reliable content for print or digital publications.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	246530
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and select appropriate sources of information for publishing projects.
- Apply verification techniques to ensure accuracy and reliability of collected information.
- Organize and categorize information according to publishing requirements and standards.
- Evaluate information for relevance, completeness, and compliance with legal and ethical guidelines.
- Implement record-keeping procedures to track information sources and versions.
- Demonstrate effective communication with stakeholders to clarify information needs.

WHO SHOULD ATTEND

- This course is designed for administrative staff, publishing assistants, content coordinators, and junior editors who are responsible for gathering information for corporate publications, newsletters, or digital content.

COURSE OUTLINE

Day 1: Foundations of Information Collection for Publishing

- Overview of the publishing process and information lifecycle
- Types of information sources: primary, secondary, and tertiary
- Ethical and legal frameworks: copyright, plagiarism, and permissions
- Techniques for systematic information gathering
- Tools for organising and storing information
- Criteria for evaluating information quality and relevance
- Introduction to audience analysis and information needs assessment
- Practical exercise: creating a simple information collection plan

Day 2: Advanced Collection Strategies and Integration into Publishing

- Advanced research methods: interviews, surveys, and digital research
- Tailoring information collection for print, digital, and multimedia publishing
- Referencing and citation management systems
- Collaborative information collection and team workflows
- Quality assurance: cross-checking, fact-checking, and validation
- Case studies: successful information collection in publishing projects
- Practical exercise: conducting a mini research project and compiling a brief
- Final assessment and course wrap-up

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
12 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	19 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 246530) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za