



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 Editing Coding and Capture Skills

Business, Commerce and Management Studies / Marketing

Unit Standard 252190 · NQF Level 4 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to accurately edit, code, and capture data in a variety of contexts. Participants will learn to verify data for completeness and accuracy, apply standard coding conventions, and use data capture tools effectively. The course ensures that data handling meets organisational and regulatory requirements.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252190
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply data editing techniques to correct errors and ensure data completeness.
- Implement coding systems to classify and categorise data consistently.
- Demonstrate accurate data capture using appropriate software and hardware.
- Evaluate data quality against predefined standards and rectify discrepancies.
- Design data capture processes that minimise errors and enhance productivity.
- Analyse data sets to identify patterns and anomalies for further review.

WHO SHOULD ATTEND

- This course is ideal for data entry clerks, administrative staff, records officers, and anyone responsible for capturing or processing data in a business environment.
- It is suitable for individuals who need to ensure data integrity and efficiency in their daily tasks.

COURSE OUTLINE

Day 1: Foundations of Data Editing, Coding, and Capture

- Introduction to data editing, coding, and capture.
- Data types and sources (primary vs secondary, quantitative vs qualitative).
- Principles of data quality: accuracy, completeness, consistency.
- Data editing techniques: range checks, consistency checks, duplicate detection.
- Coding fundamentals: developing codebooks and coding schemes.
- Data capture methods: manual vs automated entry.
- Overview of data capture software (e.g., Excel, SPSS, survey tools).
- Ethics and confidentiality in data handling.

Day 2: Advanced Applications and Practical Integration

- Advanced editing: outlier detection, missing data handling, logical validation.
- Hierarchical and multi-level coding schemes.
- Automated data capture: barcodes, OCR, web forms.
- Error tracking and resolution procedures.
- Workflow integration: from raw data to clean dataset.
- Data documentation and audit trails.
- Quality assurance and control measures.
- Case studies and best practices.

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 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, 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 252190) 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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