



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

Raw Data Recording Techniques

Business, Commerce and Management Studies / Marketing

Unit Standard 252208 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to accurately record raw data in various formats, ensuring data integrity and traceability. Participants will learn to capture, verify, and store raw data systematically, adhering to organisational and regulatory standards. The course prepares individuals to contribute effectively to data-driven decision-making processes.

Category	Business, Commerce and Management Studies
Subfield	Marketing
Unit Standard	252208
Accreditation	SAQA Accredited · NQF Level 4 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to record raw data accurately using specified tools and formats.
- Apply verification techniques to ensure the completeness and correctness of recorded data.
- Implement data storage procedures that maintain data integrity and confidentiality.
- Analyze recorded data for errors and inconsistencies, and apply corrective actions.
- Evaluate the effectiveness of data recording processes and suggest improvements.
- Design a simple raw data recording template that aligns with organisational requirements.

WHO SHOULD ATTEND

- This course is designed for data entry clerks, administrative staff, research assistants, and anyone responsible for capturing or recording raw data in a professional environment.

COURSE OUTLINE

Day 1: Fundamentals of Raw Data Recording

- Introduction to raw data recording and its role in SAQA-aligned quality systems.
- Types of raw data: numerical, categorical, observational, and instrumental.
- Data recording methods: manual (logbooks, forms) vs. digital (spreadsheets, databases).
- Principles of data integrity: accuracy, completeness, consistency, and timeliness.
- Traceability and documentation: linking raw data to standard operating procedures (SOPs).
- Common recording errors and prevention strategies.
- Overview of relevant regulations and standards (e.g., ISO, GLP, GMP).
- Practical exercise: completing a sample data recording form.

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 **3 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	03 Aug 2026	On-Campus	Dubai, UAE
04 Aug 2026	04 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Mauritius
07 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 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 252208) 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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