



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 Resource Identification and Exploitation

Law, Military Science and Security / Sovereignty of the State

Unit Standard 254477 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to identify, evaluate, and exploit various information resources for collecting and managing data effectively. Participants will learn to apply systematic methods to gather and utilize information from internal and external sources, enhancing decision-making and operational efficiency.

Category	Law, Military Science and Security
Subfield	Sovereignty of the State
Unit Standard	254477
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Identify and categorize available information resources relevant to specific organizational needs.
- Evaluate the reliability, validity, and usefulness of identified information sources.
- Apply appropriate techniques to extract and exploit information from various resources.
- Analyze collected information to support decision-making and problem-solving processes.
- Implement ethical and legal considerations when accessing and using information.
- Demonstrate the ability to document and communicate findings effectively.

WHO SHOULD ATTEND

- This course is designed for professionals in information management, research, and data analysis roles, as well as anyone responsible for collecting and utilizing information in a business or organizational context.

COURSE OUTLINE

Day 1: Introduction to Information Resources

- What are information resources?
- Categories: primary, secondary, tertiary
- Information lifecycle
- Information needs analysis
- Ethical use and copyright basics
- Overview of information retrieval systems

Day 2: Information Retrieval Strategies

- Formulating search queries
- Boolean logic and advanced search operators
- Using library catalogues and online databases
- Search engines vs. specialised databases
- Managing search results
- Practical search exercises

Day 3: Evaluating Information Quality

- Evaluation criteria: authority, accuracy, currency, relevance, bias
- Scholarly vs. popular vs. trade sources
- Peer review process
- Fact-checking techniques
- Recognising misinformation and disinformation
- Practical evaluation exercises

Day 4: Information Organisation and Management

- Classification systems (e.g., Dewey Decimal, UDC)
- Metadata and tagging
- Reference management software (e.g., Zotero, Mendeley)
- Filing systems for physical documents
- Digital asset management
- Personal information management strategies

Day 5: Information Analysis and Synthesis

- Analytical techniques: SWOT, PESTLE
- Synthesising information from multiple sources
- Critical thinking in information interpretation
- Writing annotated bibliographies
- Structuring a literature review
- Presenting analysed information

Day 6: Exploiting Information for Decision-Making

- Information for problem-solving
- Evidence-based decision-making
- Competitive intelligence basics
- Scenario planning with information
- Reporting and recommending

- Case studies on information exploitation

Day 7: Integration and Assessment

- Capstone project: information resource plan
- Presentation of findings
- Peer review and feedback
- Ethical dilemmas in information use
- Future trends in information management
- Course wrap-up and assessment

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Mauritius
14 Aug 2026	24 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	26 Aug 2026	On-Campus	Abu Dhabi, UAE
19 Aug 2026	27 Aug 2026	On-Campus	Durban, South Africa

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 254477) 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