



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

Spreadsheet Integrity and Reliability Assurance

Physical, Mathematical, Computer and Life Sciences / Information Technology and Computer Sciences

Unit Standard 258878 · NQF Level 4 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to ensure spreadsheet integrity, enhancing the reliability of data and outputs. Participants will learn to identify and mitigate errors, apply validation techniques, and implement controls to maintain spreadsheet accuracy. The course focuses on practical strategies to improve confidence in spreadsheet-based decision-making.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258878
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

- Apply data validation rules to control input and reduce errors.
- Analyze spreadsheet formulas and functions to identify and correct inconsistencies.
- Implement security measures to protect spreadsheet integrity.
- Evaluate spreadsheet outputs for accuracy and reliability using testing techniques.
- Design documentation and version control practices to ensure traceability.
- Demonstrate the use of error-checking tools and auditing features in spreadsheet software.

WHO SHOULD ATTEND

- Professionals who create, maintain, or rely on spreadsheets for data analysis, reporting, or decision-making, including data capturers, analysts, financial officers, and administrators.

COURSE OUTLINE

Day 1: Foundations of Spreadsheet Integrity and Assurance

- Introduction to spreadsheet integrity: definitions and business impact
- Common spreadsheet errors: data entry, formula, and logic errors
- Principles of robust spreadsheet design: separation, clarity, and documentation
- Data validation techniques: input restrictions, dropdown lists, and conditional formatting
- Basic auditing tools: trace precedents, dependents, and error checking
- Version control and change tracking best practices
- Developing a quality assurance checklist for spreadsheets
- Case study: identifying and correcting errors in a sample spreadsheet

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

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

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 258878) 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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