



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 Manipulation and Integrity Assurance

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

Unit Standard 258882 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the skills to manipulate data effectively and ensure its integrity within database systems. Participants will learn to apply data manipulation techniques, validate data accuracy, and implement controls to maintain data quality. The course is designed to meet the requirements of the SAQA unit standard 258882, ensuring competence in data handling and integrity assurance.

Category	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
Unit Standard	258882
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to manipulate data using appropriate tools and techniques.
- Apply data validation methods to ensure accuracy and consistency.
- Evaluate data integrity risks and implement corrective measures.
- Design procedures to maintain data integrity throughout the data lifecycle.
- Implement data manipulation commands in a structured query environment.
- Analyze data integrity issues and propose effective solutions.

WHO SHOULD ATTEND

- This course is ideal for data administrators, database developers, and IT professionals who are responsible for managing and maintaining data integrity in organisational systems.

COURSE OUTLINE

Day 1: Data Manipulation and Integrity Assurance

- Introduction to data manipulation and integrity concepts
- Data cleaning techniques: handling missing values, duplicates, and outliers
- Data transformation methods: normalization, aggregation, and formatting
- Data validation rules and constraints
- Integrity assurance: referential integrity, constraints, and checksums
- Tools for data manipulation: SQL, Excel, and scripting basics
- Practical exercises in data cleaning and validation
- Documentation and reporting of data integrity issues

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

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 258882) 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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