



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

Analytical Competencies for Public Service HR Planning

Business, Commerce and Management Studies / Human Resources

Unit Standard 259141 · NQF Level 6 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips public service HR professionals with the analytical competencies required for effective human resource planning. Participants will learn to collect, interpret, and apply workforce data to support strategic HR decision-making within the South African public sector context.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	259141
Accreditation	SAQA Accredited · NQF Level 6 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply analytical techniques to interpret HR data for workforce planning.
- Evaluate the effectiveness of current HR planning processes using data-driven methods.
- Design workforce plans that align with public service strategic objectives.
- Demonstrate the ability to identify and address HR planning gaps through analysis.
- Implement data collection and analysis methods to support evidence-based HR decisions.
- Analyze demographic and skills data to forecast future workforce needs.

WHO SHOULD ATTEND

- HR practitioners, managers, and planning officers in the South African public service who are responsible for workforce planning and data analysis.

COURSE OUTLINE

Day 1: Foundations of Analytical Competencies for HR Planning

- Introduction to analytical competencies and HR planning frameworks.
- Data sources: HR systems, census data, and surveys.
- Data quality: accuracy, completeness, and timeliness.
- Descriptive statistics: mean, median, mode, and standard deviation.
- Visualising HR data: charts and dashboards.
- Ethical considerations and confidentiality in HR data handling.

Day 2: Advanced Analysis and Strategic Application

- Workforce profiling: age, skills, and demographics.
- Trend analysis: turnover rates, absenteeism, and productivity.
- Forecasting methods: regression, scenario planning.
- Gap analysis: current vs. future workforce.
- Integrating analysis into HR planning cycles.
- Reporting: dashboards, executive summaries, and recommendations.

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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,900.00	R 16,900.00
1	In-House	R 22,000.00	R 22,000.00
1	On-Campus (Pretoria)	R 25,400.00	R 25,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	18 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 259141) 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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