



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

Basic Community Needs Assessment

Health Sciences and Social Services / Preventive Health

Unit Standard 260697 · NQF Level 2 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to conduct a basic community needs assessment, enabling them to identify, analyze, and prioritize community needs within a South African context. Participants will learn to design data collection tools, engage with community stakeholders, and compile findings into actionable reports that inform development initiatives.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	260697
Accreditation	SAQA Accredited · NQF Level 2 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of community engagement to identify key stakeholders and establish rapport.
- Design a basic data collection tool (e.g., survey or interview guide) to gather community needs information.
- Implement a systematic data collection process using participatory methods.
- Analyze collected data to identify priority needs and underlying causes.
- Evaluate findings against community resources and existing services to identify gaps.
- Compile a basic community needs assessment report with actionable recommendations.

WHO SHOULD ATTEND

- This course is designed for community development workers, NGO staff, local government officials, and social workers who need to assess community needs as part of their professional responsibilities.

COURSE OUTLINE

Day 1: Introduction to Community Needs Assessment

- What is a community needs assessment?
- Why assess community needs?
- Key concepts: needs vs. wants, assets, gaps
- Ethical considerations and community participation
- Overview of the assessment process

Day 2: Understanding the Community Context

- Community profile: demographics, geography, history
- Social structures: formal and informal leadership
- Cultural factors and sensitivity
- Stakeholder mapping and analysis
- Power relations and marginalised groups

Day 3: Data Collection Methods – Quantitative Approaches

- Quantitative vs qualitative data
- Survey design principles
- Sampling methods: random, stratified, convenience
- Questionnaire administration tips
- Data quality and bias avoidance

Day 4: Data Collection Methods – Qualitative Approaches

- Focus group discussions: planning and facilitation
- Key informant interviews: selection and questioning
- Observation methods: participant vs non-participant
- PRA tools: mapping, ranking, timelines
- Recording and documenting qualitative data

Day 5: Data Analysis and Interpretation

- Data cleaning and organisation
- Qualitative coding and thematic analysis
- Quantitative analysis: descriptive statistics
- Triangulation of data
- Interpreting findings in community context

Day 6: Identifying Needs and Assets

- Needs vs assets approach
- Needs assessment frameworks
- Prioritisation criteria: urgency, feasibility, impact
- Asset mapping techniques
- Creating a community asset inventory

Day 7: Reporting and Presenting Findings

- Report structure: executive summary, methodology, findings
- Writing recommendations
- Visual data presentation: charts, graphs, maps
- Oral presentation skills

- Tailoring reports for different audiences

Day 8: From Assessment to Action Planning

- Using findings for programme design
- Logic models and theories of change
- Action plan components: goals, activities, timeline
- Setting indicators for monitoring
- Budgeting and resource mobilisation

Day 9: Ethical Practice and Course Integration

- Ethics: informed consent, confidentiality, do no harm
- Feedback and validation with community
- Case studies of successful assessments
- Common pitfalls and how to avoid them
- Course wrap-up and evaluation

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 **12 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,400.00	R 24,400.00
1	In-House	R 31,700.00	R 31,700.00
1	On-Campus (Pretoria)	R 36,600.00	R 36,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
25 Aug 2026	04 Sep 2026	On-Campus	Harare, Zimbabwe
25 Aug 2026	04 Sep 2026	On-Campus	Abu Dhabi, UAE
26 Aug 2026	07 Sep 2026	On-Campus	Bangkok, Thailand
26 Aug 2026	07 Sep 2026	On-Campus	Durban, South Africa
28 Aug 2026	09 Sep 2026	On-Campus	Victoria Falls, Zimbabwe
28 Aug 2026	09 Sep 2026	On-Campus	Shenzhen, China
31 Aug 2026	10 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	10 Sep 2026	On-Campus	Bangkok, Thailand

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 260697) 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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