



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

Technical Report Writing and Statistical Analysis for Pharmaceuticals

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0060 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips pharmaceutical professionals with the skills to write clear, compliant technical reports and perform statistical analyses essential for quality control, regulatory submissions, and process validation. Participants will learn to structure data-driven reports and apply basic statistical methods to ensure accuracy and regulatory adherence.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0060
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of technical report writing to structure pharmaceutical documentation clearly and logically.
- Analyze pharmaceutical data using descriptive and inferential statistical methods.
- Evaluate data integrity and identify trends or deviations in manufacturing and quality control processes.
- Design technical reports that meet regulatory standards (e.g., SAHPRA, ICH, WHO) and organizational requirements.
- Implement statistical process control techniques to monitor and improve pharmaceutical production.
- Demonstrate proficiency in interpreting statistical outputs and communicating findings to diverse stakeholders.

WHO SHOULD ATTEND

- Quality assurance officers, regulatory affairs specialists, laboratory analysts, and production supervisors in the pharmaceutical industry who need to produce technical reports and analyze data for compliance and decision-making.

COURSE OUTLINE

Day 1: Principles of Technical Report Writing

- Introduction to technical report writing in pharmaceuticals.
- Audience analysis and purpose definition.
- Structure of a technical report: title, abstract, introduction, methods, results, discussion, conclusion, references.
- Writing clearly and concisely: avoiding jargon, ambiguity, and redundancy.
- Using data and evidence to support claims.
- Referencing and citation standards (e.g., Vancouver style).
- Common pitfalls and how to avoid them.
- Exercises: critiquing sample reports.

Day 2: Statistical Foundations for Pharmaceutical Data

- Overview of statistics in pharmaceuticals: quality control, clinical trials, stability studies.
- Types of data: nominal, ordinal, interval, ratio.
- Descriptive statistics: mean, median, mode, range, variance, standard deviation.
- Graphical methods: histograms, box plots, scatter plots, control charts.
- Probability distributions: normal, binomial, Poisson.
- Introduction to hypothesis testing: null and alternative hypotheses, p-values.
- Exercises: manual calculations and interpretation of outputs.

Day 3: Advanced Statistical Methods and Software Application

- Hypothesis testing: one-sample, two-sample, paired t-tests.
- Analysis of variance (ANOVA): one-way and two-way.
- Chi-square tests for categorical data.
- Correlation and simple linear regression.
- Introduction to non-parametric tests.
- Sample size determination and power analysis.
- Using statistical software: data entry, analysis, and output interpretation.
- Exercises: computer-based statistical analysis.

Day 4: Integrating Statistics into Technical Reports

- Best practices for presenting statistical results.
- Writing the methods section: describing statistical tests, software, and assumptions.
- Writing the results section: textual summary, tables, and figures.
- Common errors: misuse of p-values, ignoring assumptions, overinterpretation.
- Regulatory guidelines: ICH E9, CONSORT for clinical trials.
- Case studies: reviewing and improving statistical reporting.
- Exercises: drafting methods and results sections.

Day 5: Comprehensive Report Writing and Peer Review

- Step-by-step report compilation from raw data to final document.
- Peer review process: constructive feedback and revision.
- Ethical considerations: data fabrication, plagiarism, conflicts of interest.
- Quality assurance in report writing: checklists and standard operating procedures.
- Final project: producing a complete technical report.
- Presentation and discussion of reports.
- Course wrap-up and resources for continued learning.

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 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 AATICD-0060) 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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