



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 Collection and Survey Management

Custom Courses / Project Management, Monitoring and Evaluation

Unit Standard AATICD-0166 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to design, implement, and manage data collection processes and survey management systems. Participants will learn to gather reliable data, analyse survey results, and ensure compliance with data protection regulations.

Category	Custom Courses
Subfield	Project Management, Monitoring and Evaluation
Unit Standard	AATICD-0166
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

- Design effective data collection strategies and survey instruments aligned with organisational objectives.
- Implement data collection processes using appropriate tools and techniques to ensure data accuracy and integrity.
- Analyse survey data using statistical methods and interpret results to inform decision-making.
- Evaluate the effectiveness of data collection and survey management systems and recommend improvements.
- Demonstrate compliance with data protection legislation and ethical guidelines in data collection and management.
- Apply quality assurance measures to validate data and survey instruments.

WHO SHOULD ATTEND

- This course is ideal for data analysts, researchers, market research professionals, and anyone responsible for collecting and managing survey data in a corporate environment.

COURSE OUTLINE

Day 1: Foundations of Data Collection

- Introduction to data collection and survey management.
- Types of data: primary vs secondary, qualitative vs quantitative.
- Data collection process: planning, execution, and evaluation.
- Ethical issues: informed consent, confidentiality, and POPIA compliance.
- Overview of data quality: accuracy, reliability, and validity.

Day 2: Survey Design and Questionnaire Development

- Principles of survey design: objectives, target population, sampling.
- Types of survey questions: closed-ended, open-ended, and mixed.
- Wording and sequencing of questions to avoid bias.
- Response scales and coding.
- Pre-testing and piloting surveys.
- Introduction to survey software (e.g., Google Forms, SurveyMonkey).

Day 3: Sampling Methods and Data Collection Techniques

- Sampling methods: simple random, stratified, cluster, convenience, snowball.
- Sample size calculation and margin of error.
- Data collection techniques: face-to-face, telephone, online, self-administered.
- Training and managing fieldworkers.
- Data collection planning: timelines, budgets, and resources.

Day 4: Data Management and Quality Assurance

- Data management plans: storage, backup, and access control.
- Data entry techniques and double-entry verification.
- Data cleaning: handling missing data, outliers, and inconsistencies.
- Data validation rules and logic checks.
- Introduction to data analysis software (SPSS, Excel).
- Quality assurance: audits, spot checks, and corrective actions.

Day 5: Survey Management, Analysis, and Reporting

- Project management for surveys: timelines, milestones, and stakeholders.
- Basic data analysis: descriptive statistics, cross-tabulations.
- Interpreting results and drawing conclusions.
- Reporting: writing survey reports, visualisation best practices.
- Ethical reporting and dissemination.
- Course review and assessment.

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
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
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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-0166) 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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