



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

Analytics and Reporting

Custom Courses / Accounting and Finance

Unit Standard AATICD-0168 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to collect, analyse, and report on data to support informed decision-making within an organisation. Participants will learn to use analytics tools, interpret data trends, and present actionable insights through effective reporting. The focus is on practical application in a corporate environment.

Category	Custom Courses
Subfield	Accounting and Finance
Unit Standard	AATICD-0168
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 appropriate data collection methods to gather relevant data for analysis.
- Analyse data using statistical techniques and analytics tools to identify trends and patterns.
- Evaluate data quality and integrity to ensure reliable reporting.
- Design and generate clear, concise reports that communicate insights effectively.
- Implement data visualisation techniques to enhance report comprehension.
- Demonstrate the ability to present findings and recommendations to stakeholders.

WHO SHOULD ATTEND

- This course is designed for professionals who need to generate and interpret reports, including managers, business analysts, data analysts, and anyone responsible for data-driven decision-making in their role.

COURSE OUTLINE

Day 1: Foundations of Analytics and Reporting

- Introduction to analytics and reporting
- Data types: structured vs unstructured
- Data sources and collection methods
- Report components and design principles
- Overview of reporting tools
- Ethical considerations in data handling

Day 2: Data Preparation and Basic Analysis

- Data cleaning and transformation
- Descriptive statistics: mean, median, mode
- Data visualization: bar charts, histograms
- Pivot tables and cross-tabulations
- Introduction to Excel for analytics
- Identifying trends and outliers

Day 3: Intermediate Analytics Techniques

- Correlation and causation
- Simple linear regression
- Data filtering and segmentation
- Dashboard design with KPIs
- Time series components
- Using pivot charts for trends

Day 4: Advanced Reporting and Visualization

- Interactive dashboards in Power BI or Tableau
- Advanced charts: heatmaps, scatter plots
- Report automation techniques
- Data storytelling principles
- Drill-down and slicer functionality
- Best practices for report layout

Day 5: Integration, Interpretation, and Presentation

- Data blending and integration
- Interpreting regression and correlation outputs
- Presenting findings with clear narratives
- Stakeholder communication strategies
- Quality assurance of reports
- 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 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, 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-0168) 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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