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COURSE BROCHURE

# Data Processing Quality Control Checks Training Course

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Dar es Salaam

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# Data Processing Quality Control Checks Training Course

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Data Processing Quality Control Checks is a 1-week training course for data entry supervisors, processing staff and reporting analysts, built around one named work product: a data quality control checklist for a single processing workflow. Organisations now feed reports from many capture points, so an error caught at entry costs far less than one found in a published figure. The course is delivered by Jupiter Prime Training.

## Why Data Processing Quality Control Matters Now

Three pressures shape data processing quality control today. Volumes keep rising as forms, portals and scanned documents replace manual ledgers, so fewer people inspect more records. Report users and auditors expect traceable figures. Automated pipelines repeat a single faulty rule thousands of times before anyone notices. An organisation that controls its processing steps publishes figures that hold up under questioning; one that does not spends weeks reworking reports and explaining differences a control total would have flagged.

## Who Gains Most from Data Processing Quality Control

- Supervisors who allocate keying, scanning and verification work across shifts
- Processing staff who apply entry rules and correct rejected records
- Reporting analysts who prepare figures from processed batches
- Staff who reconcile source documents against system totals
- Team members who log, sort and follow up recurring processing errors

A processing unit gains most when its supervisor, two keying staff and the analyst who reads their output attend together and agree one set of checks.

## Data Processing Quality Control Capabilities

Participants leave able to set entry rules, inspect batches and trace faults from capture to report:

- Specify field validation rules for a capture form — the supervisor approving form changes
- Design a matching key that separates true duplicates from look-alike records — the record owner
- Calculate batch control totals and hash totals — the analyst signing off a report
- Apply acceptance sampling to a processed batch — the decision to release or rework it
- Build an error root-cause log with clear categories — the manager funding process fixes
- Communicate quality measures in a short weekly summary — report users and auditors

## Key Data Processing Quality Control Terms

- Validation rule — a test applied at entry that rejects a value outside its permitted format, range or list.
- Control total — a sum of a numeric field or a record count compared before and after a processing step.
- Deduplication — finding and merging records that describe the same person, item or transaction more than once.
- Reconciliation — comparing two sources of the same figures and explaining every difference found.
- Acceptance sampling — inspecting a set number of records from a batch to decide whether the whole batch is released.
- Root-cause log — a register of errors recording where each began, why it happened and the fix agreed.

## Data Processing Quality Control Day by Day

## Day 1: Mapping the Processing Workflow

- Workflow Flowchart From Capture to Report — Where Errors Enter the Chain
- Record Lifecycle Stages — Which Step Owns Each Correction
- Error Cost Comparison by Stage — Where Checking Effort Pays Back
- Data Dictionary for Key Fields — Agreeing Meaning Before Setting Rules
- Control Point Register — Choosing Where Checks Belong

## Day 2: Capture and Validation Rules

- Format, Range and List Checks — Rejecting Bad Values at Entry
- Cross-Field Consistency Rules — Catching Contradictions Within One Record
- Double Keying and Verification Passes — When Second Entry Justifies Its Cost
- Rejected Record Queue — Who Corrects and Within What Time
- Scanned Form Confidence Thresholds — Routing Uncertain Characters to People

## Day 3: Cleansing, Deduplication and Reconciliation

- Standardisation of Names, Addresses and Codes — Consistent Matching Inputs
- Matching Keys and Similarity Scores — Merging Versus Keeping Separate Records
- Batch Control Totals and Hash Totals — Proving Nothing Was Lost
- Source-to-System Reconciliation Sheets — Explaining Every Unmatched Line
- Correction Audit Trail — Showing Who Changed What and Why

## Day 4: Quality Measures and Sampling Inspection

- Accuracy, Completeness and Timeliness Measures — Choosing What to Report
- Acceptance Sampling Plans — Sample Size and Release Limits
- Run Charts for Weekly Error Rates — Spotting Drift Before Reports Suffer
- Error Root-Cause Log Categories — Separating Rule, Training and Source Faults
- Cause-and-Effect Questioning — Moving From Symptom to Fixable Cause

## Day 5: Practising the Data Quality Control Checklist

- Applying Control Points to a Sample Workflow — Setting Check Frequency
- Testing Validation and Matching Rules on Live Extracts — Tuning Rejection Levels
- Running a Sampling Inspection on One Batch — Release or Rework Call
- Weekly Quality Summary for Report Users — Agreeing Escalation Triggers
- Data Quality Control Checklist for One Workflow — Final Sign-Off Version

## Applying Data Processing Quality Control After the Course

- Run the batch control totals and reconciliation sheet on one month of processed records and log every unexplained difference.
- Start an error root-cause log for the busiest capture form and review its categories with keying staff after four weeks.

## Data Processing Quality Control Questions FAQ

### What is data processing quality control and why does it matter now?

Data processing quality control is the set of checks that stop errors between capture and report. It matters now because higher volumes and automated pipelines spread a single faulty entry rule across thousands of records before anyone sees it.

### Which roles gain most from data processing quality control checks?

Supervisors, keying and processing staff, and the reporting analysts who use their output gain most. You benefit most when those who enter and report on records agree the same checks.

### How does a data processing quality control course differ from a data governance course?

It works at the level of the processing line, not policy. A governance course sets ownership, policies and standards across an organisation; this course covers daily checks, sampling and reconciliations, with examples from finance operations and patient registration.

### What do you bring back from data processing quality control training?

You bring back a tested checklist for one workflow of your own. It lists control points, rules, sample sizes, reconciliation steps and error-log categories.

## Data Processing Quality Control: The Way Forward

The data quality control checklist first informs where the busiest workflow needs a check it lacks today. Supervisors use it to allocate verification work and analysts use it before releasing a report. After its first month, revisit the sample sizes and error categories; the root-cause log shows which checks earn their place.