



## **Data Processing Quality Control Foundations Training Course**

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### Overview

Data Processing Quality Control Foundations Training Course is a one-week foundation course for data operations, reporting, quality, administration, and analysis staff who leave with a Data Processing Quality Control Pack. Participants use data processing quality control, intake specifications, validation rules, data profiling, data cleansing, reconciliation, exception handling, transformation traceability, release checks, and monitoring to produce dependable datasets. The course turns informal corrections into documented processing controls. Agile Leaders Training Center develops data processing quality capability.

### Who Should Attend

- Data operations functions responsible for receiving, preparing, and releasing recurring datasets
- Reporting functions responsible for checking source data before analysis or publication
- Quality functions responsible for validation rules, defects, and corrective actions
- Administrative functions responsible for controlled data capture and file handoffs
- Junior analysis functions responsible for profiling, cleansing, and reconciling data
- Business functions responsible for approving processed datasets and exceptions

The course assumes participants can use tables and spreadsheets in routine work, and leaves out advanced data science, database administration, enterprise data governance, and software engineering.

### Departments and Industries

The course supports departments and industries that depend on repeatable processing and quality checks for operational data.

- Data operations, reporting, quality, finance, administration, and performance departments
- Banking, insurance, retail, telecommunications, and professional services
- Manufacturing, logistics, maintenance, utilities, and facilities operations
- Healthcare, education, hospitality, and public-service organizations

### Learning Objectives

By the end of this course, participants will be able to:



- Apply intake specifications and validation rules
- Analyze column quality, distributions, errors, and duplicates
- Build cleansing, transformation, and matching records
- Compare source and processed data through reconciliation
- Prioritize exceptions and corrective actions
- Build a Data Processing Quality Control Pack

## **Course Agenda**

### **Day 1: Control Data Intake**

- Dataset Intake Specification
- Source File and Schema Checklist
- Field Definition and Data Type Register
- Record Count and Completeness Check
- Intake Acceptance and Rejection Log

### **Day 2: Profile and Validate Data**

- Column Quality and Distribution Profile
- Validity, Error, and Empty-Value Review
- Range, Format, and Allowed-Value Rules
- Duplicate and Uniqueness Test
- Data Quality Measurement Scorecard

### **Day 3: Clean and Transform Records**

- Missing-Value Treatment Decision Table
- Standardization and Value-Mapping Rules
- Record Matching and Merge Checklist
- Transformation Step and Formula Log
- Cell-Level and Step-Level Error Register

### **Day 4: Reconcile and Release Data**

- Source-to-Output Reconciliation Sheet
- Exception Classification and Ownership Matrix
- Corrective Action and Reprocessing Record
- Transformation Traceability Review
- Dataset Release and Monitoring Checklist



## Day 5: Practice Processing Quality Control

- Exercise: Assess an Incoming Dataset
- Exercise: Profile Columns and Build Validation Rules
- Exercise: Clean, Match, and Transform Records
- Exercise: Reconcile Outputs and Resolve Exceptions
- Capstone: Data Processing Quality Control Pack

## Practical Exercises

The course uses suggested activities based on finance, customer, inventory, and service datasets.

- Suggested activity: inspect an incoming file, define its schema, count records, and document acceptance issues.
- Suggested activity: profile columns, identify invalid and empty values, detect duplicates, and establish quality thresholds.
- Suggested activity: record cleansing and transformation decisions, then test matching and merge results.
- Suggested activity: reconcile source and output totals, classify exceptions, assign actions, and approve a controlled release.

## FAQs

### Who suits data processing quality control training, and what does it assume?

Data operations, reporting, quality, administration, junior analysis, and business approval functions suit the training; it assumes routine experience with tables and spreadsheets.

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

Data processing quality control focuses on operational checks and evidence for individual datasets, while data governance defines broader ownership, policies, decision rights, and enterprise accountability.

### What should a data intake quality check include?

A data intake quality check should include source identity, file and schema expectations, field definitions, data types, record counts, completeness, freshness, accepted formats, validation results, exceptions, and an acceptance decision.

### How should data processing exceptions be managed?

Data processing exceptions should be classified, evidenced, assigned, corrected or accepted through an approved decision, reprocessed where needed, and tracked through closure and recurrence monitoring.



## **How does reconciliation support data quality control?**

Reconciliation compares source and processed record counts, totals, keys, categories, exceptions, and transformation effects so that unexplained differences are resolved before release.

## **Conclusion**

Participants take back a Data Processing Quality Control Pack containing intake specifications, profiles, validation rules, cleansing records, transformation logs, reconciliation sheets, exception registers, release checks, and monitoring indicators. It changes ad hoc data corrections into a traceable processing routine. The pack connects data requirements, quality evidence, corrective actions, approvals, and recurring review.



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Education and Learning Development Training Courses

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