



## 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

# Public Administration And Management Principles For Beginners Training

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 110490 · NQF Level 4 · 4 Credits · 1 Day

## COURSE OVERVIEW

This foundational course introduces learners to the core principles of public administration and management within the South African context. It equips participants with the knowledge and skills necessary to understand the functioning of public sector organisations and their role in service delivery.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Business, Commerce and Management Studies |
| Subfield        | Finance, Economics and Accounting         |
| Unit Standard   | 110490                                    |
| Accreditation   | SAQA Accredited · NQF Level 4 · 4 Credits |
| Duration        | 1 day                                     |
| Training Method | Online, On-Campus, In-House               |
| Certificate     | Issued via AATICD LMS – verifiable online |

## LEARNING OUTCOMES

- Apply the key principles of public administration and management to real-world scenarios.
- Demonstrate an understanding of the legislative and policy framework governing the public sector in South Africa.
- Analyze the functions and structures of public sector organisations.
- Evaluate the role of ethics and accountability in public administration.
- Implement basic management practices such as planning, organising, leading, and controlling in a public sector context.

## WHO SHOULD ATTEND

- This course is designed for entry-level public servants, new managers in the public sector, and individuals seeking to understand the basics of public administration in South Africa.

## COURSE OUTLINE

### Day 1: Foundations of Public Administration and Management

- Definition and scope of public administration and management.
- Core principles: accountability, transparency, equity, and professionalism.
- Differences between public and private sector management.
- Overview of the South African Constitution and Batho Pele principles.
- Legislative framework: Public Service Act, Public Finance Management Act (PFMA).
- Ethical conduct and code of conduct for public servants.
- Role of public administration in service delivery.
- Introduction to key public sector structures and institutions.

## 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 **4 NQF credits** at **NQF Level 4**.

## PRICING (PER DELEGATE, EX-VAT)

| Delegates | Training Method      | Price per Delegate | Total       |
|-----------|----------------------|--------------------|-------------|
| 1         | Online               | R 12,800.00        | R 12,800.00 |
| 1         | In-House             | R 16,600.00        | R 16,600.00 |
| 1         | On-Campus (Pretoria) | R 19,200.00        | R 19,200.00 |

## UPCOMING SESSIONS

| Start       | End         | Method    | Venue                      |
|-------------|-------------|-----------|----------------------------|
| 03 Aug 2026 | 03 Aug 2026 | On-Campus | Johannesburg, South Africa |
| 04 Aug 2026 | 04 Aug 2026 | On-Campus | Mauritius                  |
| 05 Aug 2026 | 05 Aug 2026 | On-Campus | Cape Town, South Africa    |
| 06 Aug 2026 | 06 Aug 2026 | On-Campus | Dubai, UAE                 |
| 07 Aug 2026 | 07 Aug 2026 | On-Campus | Pretoria, South Africa     |
| 07 Aug 2026 | 07 Aug 2026 | On-Campus | Lagos, Nigeria             |
| 10 Aug 2026 | 10 Aug 2026 | On-Campus | Durban, South Africa       |
| 10 Aug 2026 | 10 Aug 2026 | On-Campus | Mauritius                  |

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](http://www.aaticd.co.za), open the page for this course (Unit Standard 110490) 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](mailto: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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