



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

Local Economic Development Department Structure And Job Design Training

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

Unit Standard 110533 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to understand the structure and job design of a Local Economic Development (LED) department. It covers the principles of organisational design, role definition, and the alignment of departmental structures with LED strategies to foster economic growth.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	110533
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the structural components and functions of a Local Economic Development department.
- Apply principles of job design to create roles that support LED objectives.
- Evaluate the alignment between departmental structure and local economic development strategies.
- Design a job description for a key LED position based on organisational needs.
- Implement a process for reviewing and updating LED department structures.
- Demonstrate understanding of legislative and policy frameworks influencing LED department design.

WHO SHOULD ATTEND

- This course is designed for LED practitioners, municipal managers, economic development officers, and anyone involved in planning or managing local economic development initiatives within South African municipalities.

COURSE OUTLINE

Day 1: Foundations of Local Economic Development and Department Structure

- Introduction to Local Economic Development: definitions, principles, and objectives
- National and provincial LED policy context (e.g., LED Framework, IDP)
- Structure of a municipal LED department: sections, units, and reporting lines
- Key functions: economic planning, business support, sector development, investment attraction
- Coordination with other departments: planning, infrastructure, finance, community services
- Case study: LED department structure in a South African municipality

Day 2: Job Design, Implementation, and Practical Integration

- Job design theories and techniques: specialisation, enlargement, enrichment, rotation
- Competency-based job analysis for LED functions
- Creating job descriptions: duties, responsibilities, qualifications, and KPIs
- Aligning job design with LED strategy and municipal IDP
- Organisational effectiveness: span of control, delegation, and accountability
- Workshop: Design a sample LED department structure and key job profiles
- Implementation roadmap: change management, capacity building, and monitoring

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 **5 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	05 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	07 Aug 2026	On-Campus	Mauritius
06 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	11 Aug 2026	On-Campus	Mauritius
10 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE

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 110533) 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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