



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

Plan And Manage Electoral Observations To Contribute Towards Free And Fair Elections Training

Human and Social Studies / Public Policy, Politics and Democratic Citizenship

Unit Standard 119622 · NQF Level 6 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to plan, manage, and conduct electoral observations effectively, contributing to free and fair elections. It covers the legal and ethical frameworks, observation methodologies, reporting, and conflict management in electoral contexts.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119622
Accreditation	SAQA Accredited · NQF Level 6 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply legal and ethical frameworks governing electoral observations to ensure compliance and integrity.
- Analyze electoral environments to identify potential risks and challenges to free and fair elections.
- Evaluate observation methodologies and data collection techniques for accurate and unbiased reporting.
- Design observation plans and deployment strategies for effective coverage and resource management.
- Implement conflict management and resolution techniques in electoral observation contexts.
- Demonstrate the ability to compile and present observation reports that contribute to electoral improvement.

WHO SHOULD ATTEND

- This course is designed for election observers, electoral commission staff, political party representatives, civil society members, and anyone involved in electoral processes seeking to enhance their observation and management capabilities.

COURSE OUTLINE

Day 1: Foundations of Electoral Observation

- Introduction to electoral observation and its importance
- Key principles of free and fair elections
- South African electoral legal framework (IEC Act, Constitution)
- Types of observation: domestic, international, long-term, short-term
- Code of conduct for observers
- Overview of the electoral cycle

Day 2: Planning and Preparing for Observation

- Steps in planning an observation mission
- Stakeholder mapping and engagement strategies
- Pre-election environment assessment
- Risk identification and mitigation plans
- Designing observation checklists and reporting templates
- Logistics and team coordination

Day 3: Observation Techniques and Data Collection

- Observation during voter registration and campaigning
- Polling station observation procedures
- Observation of voting, counting, and results transmission
- Use of technology in observation (e.g., mobile apps)
- Incident reporting and evidence gathering
- Ethical dilemmas and conflict resolution

Day 4: Analysis, Reporting, and Communication

- Data analysis techniques for observation findings
- Structuring observation reports (interim, final)
- Writing for different audiences (public, IEC, media)
- Press briefings and media engagement
- Developing actionable recommendations
- Feedback mechanisms with electoral authorities

Day 5: Evaluation, Ethics, and Continuous Improvement

- Post-election debriefing and evaluation
- Lessons learned and knowledge management
- Contribution to electoral integrity and reform
- Observer safety and well-being
- Building a network for ongoing observation
- Certification and professional development pathways

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 **8 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 25,300.00	R 25,300.00
1	In-House	R 32,900.00	R 32,900.00
1	On-Campus (Pretoria)	R 38,000.00	R 38,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

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 119622) 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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