



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

Evaluate And Revise Electoral Processes Training

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

Unit Standard 119623 · NQF Level 7 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the competencies to evaluate and revise electoral processes in accordance with South African legislative frameworks and best practices. Participants will gain the skills to assess the effectiveness of electoral systems, identify areas for improvement, and implement revisions to enhance electoral integrity and efficiency.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119623
Accreditation	SAQA Accredited · NQF Level 7 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Evaluate the effectiveness of existing electoral processes against legislative requirements and best practices.
- Analyze data and feedback to identify weaknesses and areas for improvement in electoral systems.
- Design revision proposals to address identified gaps and enhance electoral integrity.
- Implement revised electoral processes in compliance with relevant laws and regulations.
- Demonstrate the ability to monitor and report on the impact of revisions to electoral processes.

WHO SHOULD ATTEND

- This course is designed for electoral officials, political party representatives, election observers, and professionals involved in the administration or oversight of electoral processes.
- It is also suitable for individuals seeking to deepen their understanding of electoral systems and contribute to democratic governance.

COURSE OUTLINE

Day 1: Introduction to Electoral Processes and Evaluation Frameworks

- Overview of South African electoral system
- Legal and regulatory framework (IEC Act, Constitution)
- Stakeholders: IEC, political parties, voters, civil society
- Introduction to evaluation concepts and frameworks
- Unit Standard 119623 outcomes and assessment criteria

Day 2: Electoral Cycle and Process Mapping

- Phases of the electoral cycle
- Voter registration and roll management
- Candidate nomination and campaign regulation
- Voting operations and logistics
- Result collation and announcement
- Post-election audits and reviews

Day 3: Data Collection Methods for Electoral Evaluation

- Quantitative methods: surveys, administrative data
- Qualitative methods: interviews, focus groups, observation
- Designing evaluation tools
- Sampling strategies
- Ethics and confidentiality in electoral research

Day 4: Analysing Electoral Data and Identifying Gaps

- Data cleaning and validation
- Descriptive statistics for electoral data
- Thematic analysis of qualitative feedback
- Gap analysis: comparing actual vs. expected outcomes
- Root cause analysis for process failures

Day 5: Reporting and Communicating Evaluation Findings

- Report structure: executive summary, methodology, findings, recommendations
- Writing for different audiences
- Visualising data: charts, tables, infographics
- Presentation skills and stakeholder engagement
- Drafting actionable recommendations

Day 6: Revising Electoral Processes: Principles and Approaches

- Change management models for public sector
- Prioritisation matrices (impact vs. effort)
- Designing process revisions
- Legal compliance and constitutional alignment
- Stakeholder consultation in revision design

Day 7: Implementing Revisions and Monitoring Impact

- Implementation planning: timelines, resources, responsibilities
- Key performance indicators (KPIs) for electoral processes
- Pilot testing and iterative refinement

- Communication and training for stakeholders
- Monitoring and evaluation of revised processes

Day 8: Case Studies and Comparative Analysis

- Case study: South African 2019 and 2021 elections
- International case studies (e.g., Kenya, India, Canada)
- Comparative analysis of electoral reforms
- Lessons learned from failed and successful revisions
- Group discussion and problem-solving

Day 9: Integration, Assessment, and Action Planning

- Simulated evaluation exercise (group project)
- Peer review and feedback
- Assessment preparation: portfolio of evidence
- Action planning for workplace application
- Course wrap-up and Q&A;

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 **12 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 38,300.00	R 38,300.00
1	In-House	R 49,800.00	R 49,800.00
1	On-Campus (Pretoria)	R 57,500.00	R 57,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Mauritius
14 Aug 2026	26 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, 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 119623) 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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