



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

Design Electoral Processes Training

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

Unit Standard 119624 · NQF Level 7 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to design, review, and improve electoral processes in line with South African legislative frameworks. Learners will understand the principles of democratic elections, stakeholder engagement, and process documentation to ensure credible and transparent electoral outcomes.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119624
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

- Design electoral processes that comply with relevant legislation and democratic principles.
- Analyze the roles and responsibilities of stakeholders in electoral processes.
- Evaluate the effectiveness of existing electoral processes and recommend improvements.
- Apply risk management strategies to ensure the integrity and security of elections.
- Demonstrate the ability to document electoral procedures and guidelines clearly.
- Implement quality assurance measures to monitor the electoral process.

WHO SHOULD ATTEND

- This course is designed for electoral officers, political party representatives, election observers, and professionals involved in planning or managing electoral processes at local, provincial, or national levels.

COURSE OUTLINE

Day 1: Introduction to Electoral Processes and Democratic Principles

- Democracy and elections: concepts and values
- Electoral integrity and trust
- SA Electoral Act and related legislation
- The electoral cycle: pre-election, election day, post-election
- Role of electoral management bodies (EMBs)

Day 2: Electoral Systems and Their Design

- Majoritarian vs proportional systems
- Mixed-member systems
- District magnitude and ballot structure
- Thresholds and seat allocation formulas
- Case study: South Africa's closed-list PR system

Day 3: Voter Registration and Voter Education

- Registration systems: periodic vs continuous
- Data management and voter rolls
- Voter education strategies
- Reaching youth, women, and persons with disabilities
- Combating disinformation and voter apathy

Day 4: Candidate and Party Nomination Processes

- Candidate eligibility criteria
- Party registration and compliance
- Nomination procedures and deadlines
- Gender quotas and representation
- Code of conduct for candidates and parties

Day 5: Election Logistics and Operations

- Polling station layout and accessibility
- Ballot paper design and security features
- Staff recruitment and training
- Observer accreditation and code of conduct
- Emergency contingency planning

Day 6: Voting Operations and Accessibility

- Polling station procedures
- Assistive devices for persons with disabilities
- Special voting arrangements
- Queue management and voter flow
- Incident reporting and resolution

Day 7: Vote Counting, Results Management, and Transparency

- Counting process at polling stations
- Results transmission (electronic and manual)
- Verification and audit trails
- Role of party agents and observers

- Dispute resolution mechanisms

Day 8: Electoral Dispute Resolution and Compliance

- Types of electoral disputes
- Electoral courts and tribunals
- Complaints handling procedures
- Sanctions for violations
- Post-election audits and lessons learned

Day 9: Electoral Reform, Continuous Improvement, and Integration

- Review of electoral cycle management
- Stakeholder feedback and evaluation
- Reform proposals and feasibility
- Technology and innovation in elections
- Capstone exercise: designing an electoral process

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	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Mauritius
17 Aug 2026	27 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	27 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 119624) 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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