



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 Standards And Practices For Electoral Observation And Monitoring Training

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

Unit Standard 119625 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to design, implement, and evaluate standards and practices for electoral observation and monitoring. It focuses on ensuring credible, transparent, and professional electoral processes in line with South African and international guidelines.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119625
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply international and regional principles for electoral observation and monitoring.
- Analyze electoral frameworks and identify key areas for observation.
- Design observation and monitoring plans that ensure integrity and transparency.
- Implement data collection and reporting methods for electoral observation.
- Evaluate observation outcomes and provide recommendations for improvement.
- Demonstrate ethical conduct and impartiality in electoral monitoring.

WHO SHOULD ATTEND

- Electoral officials, observers, monitors, and civil society representatives involved in electoral processes.
- It is also suitable for trainers and managers responsible for designing observation and monitoring frameworks.

COURSE OUTLINE

Day 1: Introduction to Electoral Observation and Monitoring

- Overview of electoral observation and monitoring.
- Principles of free and fair elections.
- Legal and regulatory framework: Electoral Act, IEC mandates.
- Roles of observers, monitors, political parties, and civil society.
- Differences between observation and monitoring.
- Introduction to design standards: why they matter.
- Ethical considerations and code of conduct.
- Case studies: successful and problematic elections.

Day 2: Design Standards for Electoral Processes

- Core design standards: transparency, accuracy, security.
- Voter registration systems: design principles.
- Polling station layout and accessibility.
- Ballot design and security features.
- Use of technology: electronic voting, biometrics.
- Accessibility for persons with disabilities.
- Case studies of design failures.
- Group exercise: evaluating a polling station design.

Day 3: Observation Techniques and Methodologies

- Observation methodologies: structured vs. unstructured.
- Developing observation checklists.
- Pre-election observation: campaign environment, voter education.
- Election-day observation: opening, voting, closing, counting.
- Post-election observation: results transmission, dispute resolution.
- Data collection tools: forms, mobile apps.
- Safety and security protocols for observers.
- Practical exercise: simulated observation scenario.

Day 4: Monitoring Techniques and Data Management

- Monitoring frameworks: indicators and benchmarks.
- Long-term vs. short-term monitoring.
- Data management systems: collection, storage, analysis.
- Real-time monitoring tools: SMS, web platforms.
- Data analysis techniques for identifying irregularities.
- Reporting structures: daily, weekly, final reports.
- Ethical data handling and confidentiality.
- Practical exercise: creating a monitoring dashboard.

Day 5: Legal and Ethical Frameworks in Electoral Observation

- Electoral laws: observer accreditation, rights, and responsibilities.
- Code of conduct for observers and monitors.
- Ethical dilemmas: impartiality, confidentiality, conflict of interest.
- Handling complaints and irregularities.
- Legal recourse and dispute resolution mechanisms.

- Data protection and privacy in monitoring.
- Role of the Electoral Court and tribunals.
- Case study: legal challenges in recent elections.

Day 6: Reporting and Communication Strategies

- Report structure: executive summary, methodology, findings, recommendations.
- Writing clear and objective reports.
- Data visualisation: charts, maps, infographics.
- Media communication: press releases, interviews.
- Stakeholder briefings: IEC, political parties, civil society.
- Handling sensitive information and misinformation.
- Practical exercise: drafting a final report.
- Peer review and feedback session.

Day 7: Practical Application and Integration

- Designing an observation and monitoring plan.
- Mock election exercise: full-cycle observation.
- Team coordination and role-playing.
- Debriefing and lessons learned.
- Formulating recommendations for electoral improvement.
- Certification and next steps.
- Course evaluation and feedback.
- Closing remarks and networking.

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 **10 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Mauritius
11 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	26 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 119625) 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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