



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Plan And Manage Electoral Processes Training

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

Unit Standard 119626 · NQF Level 6 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the competencies to plan, manage, and oversee electoral processes in compliance with South African legislative frameworks and international best practices. It focuses on the operational, logistical, and strategic aspects of electoral management to ensure free and fair elections.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119626
Accreditation	SAQA Accredited · NQF Level 6 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant electoral legislation, policies, and codes of conduct to manage electoral processes effectively.
- Analyze electoral data and stakeholder inputs to develop comprehensive election plans and timelines.
- Evaluate the logistical and resource requirements for voter registration, polling, and result collation.
- Design strategies to mitigate risks and address irregularities in electoral operations.
- Implement monitoring and evaluation mechanisms to ensure the integrity and transparency of electoral processes.
- Demonstrate effective communication and conflict resolution skills to manage stakeholder relationships during elections.

WHO SHOULD ATTEND

- This course is designed for electoral officers, election administrators, political party representatives, and civic educators involved in planning and managing elections at local, provincial, or national levels.

COURSE OUTLINE

Day 1: Introduction to Electoral Processes and the SA Electoral Framework

- Overview of democratic elections and their importance.
- The South African electoral system: history and evolution.
- The Electoral Commission of South Africa (IEC): mandate and structure.
- Key legislation: Electoral Act, Constitution, and regulations.
- The electoral cycle: pre-election, election day, and post-election phases.
- Stakeholders: political parties, voters, media, observers, and civil society.

Day 2: Electoral Planning and Project Management Principles

- Project management fundamentals: scope, time, cost, quality.
- Developing an electoral project charter.
- Work breakdown structure for electoral processes.
- Risk management: identification, analysis, and response planning.
- Resource planning: human, financial, and material resources.
- Scheduling tools: Gantt charts and critical path method.

Day 3: Voter Registration and the Voters' Roll

- Voter registration: eligibility, procedures, and documentation.
- Planning registration campaigns: logistics, outreach, and communication.
- The voters' roll: compilation, verification, and continuous update.
- Handling objections and appeals.
- Special votes: categories, application process, and management.
- Technology in registration: electronic systems and data integrity.

Day 4: Candidate Nomination and Ballot Paper Design

- Candidate nomination procedures: timelines, forms, and deposits.
- Verification of candidate eligibility and compliance.
- Ballot paper design: layout, font, and colours.
- Security features: watermarks, serial numbers, and tamper-evident seals.
- Accessibility: braille, large print, and tactile aids.
- Testing and approval of ballot paper prototypes.

Day 5: Logistics and Supply Chain Management for Elections

- Logistics planning: network design and route optimisation.
- Procurement of election materials: tendering and quality control.
- Inventory management: tracking, warehousing, and distribution.
- Security of sensitive materials: ballot papers, boxes, and forms.
- Transport management: vehicles, schedules, and driver training.
- Contingency planning: weather, strikes, and infrastructure failures.

Day 6: Voting Operations and Polling Station Management

- Polling station layout: accessibility, flow, and privacy.
- Voting procedures: opening, voting, closing, and sealing.
- Queue management and voter education at the polling station.
- Staff training: roles, responsibilities, and ethics.
- Fraud prevention: identification, reporting, and security protocols.

- Assistive voting for persons with disabilities and special needs.

Day 7: Results Management and Tabulation

- Results management framework: legal and procedural requirements.
- Transmission of results: electronic and manual methods.
- Data capture and verification: double-entry and validation.
- Reconciliation of ballots, votes, and results.
- Audit trails and security of results data.
- Handling disputes: objections, recounts, and legal challenges.

Day 8: Electoral Dispute Resolution and Complaints Management

- Types of electoral disputes: voter, candidate, and procedural.
- Complaints management: intake, tracking, and resolution.
- Alternative dispute resolution: mediation and arbitration.
- Role of the Electoral Court and tribunals.
- Code of conduct for political parties and enforcement.
- Case studies of electoral disputes in South Africa.

Day 9: Post-Election Activities and Continuous Improvement

- Post-election evaluation: debriefing, surveys, and audits.
- Financial reconciliation and reporting.
- Archiving of election materials and records.
- Lessons learned: capturing and disseminating knowledge.
- Continuous improvement: updating policies and procedures.
- Planning for the next electoral cycle: review and forward planning.

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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 36,600.00	R 36,600.00
1	In-House	R 47,600.00	R 47,600.00
1	On-Campus (Pretoria)	R 55,000.00	R 55,000.00

UPCOMING SESSIONS

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

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 119626) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za