



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

Demonstrate Knowledge Of Electoral Principles Processes And Procedures Training

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

Unit Standard 119627 · NQF Level 5 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of electoral principles, processes, and procedures in the South African context. It aims to develop the knowledge required to participate effectively in electoral activities, whether as voters, candidates, or electoral officials. The course ensures compliance with legislative frameworks and promotes democratic participation.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119627
Accreditation	SAQA Accredited · NQF Level 5 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the key principles underlying democratic elections in South Africa.
- Describe the electoral processes and procedures as outlined in relevant legislation.
- Identify the roles and responsibilities of stakeholders in the electoral cycle.
- Apply the code of conduct for electoral participants to ensure fair and transparent elections.
- Analyze the procedures for voter registration, voting, and result collation.
- Evaluate the mechanisms for resolving electoral disputes and ensuring accountability.

WHO SHOULD ATTEND

- This course is designed for electoral officials, political party representatives, candidates, and any individuals involved in electoral processes.
- It is also suitable for community leaders and citizens seeking to deepen their understanding of democratic elections.

COURSE OUTLINE

Day 1: Electoral Principles, Processes, and Procedures

- Overview of South Africa's electoral system and constitutional mandate.
- Electoral principles: universality, equality, secrecy, and freedom of choice.
- The electoral cycle: voter registration, candidate nomination, campaigning, voting, counting, and result declaration.
- Roles of the IEC, political parties, observers, and voters.
- Legal framework: Electoral Act, regulations, and code of conduct.
- Voting procedures: ballot paper design, voting station setup, and special votes.
- Counting and result collation processes.
- Handling disputes, objections, and electoral offences.

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 **4 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,400.00	R 13,400.00
1	In-House	R 17,400.00	R 17,400.00
1	On-Campus (Pretoria)	R 20,200.00	R 20,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	17 Aug 2026	On-Campus	Abu Dhabi, UAE
18 Aug 2026	18 Aug 2026	On-Campus	Durban, 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 119627) 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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