



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

Manage Voter Registration Training

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

Unit Standard 119628 · NQF Level 5 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the competencies required to manage the voter registration process effectively. It covers planning, organizing, and overseeing registration activities to ensure compliance with legislative requirements and promote democratic participation.

Category	Human and Social Studies
Subfield	Public Policy, Politics and Democratic Citizenship
Unit Standard	119628
Accreditation	SAQA Accredited · NQF Level 5 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Plan and coordinate voter registration activities in accordance with legislative frameworks.
- Implement strategies to promote voter registration and ensure accessibility for all eligible citizens.
- Manage registration teams and resources to achieve registration targets efficiently.
- Monitor and evaluate the registration process to identify and resolve discrepancies.
- Apply data management principles to maintain accurate voter rolls.
- Demonstrate compliance with the Electoral Act and related regulations throughout the registration process.

WHO SHOULD ATTEND

- This course is designed for electoral officers, civic educators, and managers responsible for voter registration drives in municipalities, NGOs, or electoral commissions.

COURSE OUTLINE

Day 1: Foundations of Voter Registration Management

- Overview of the Electoral Act and SAQA-aligned unit standards.
- Roles of the IEC, political parties, and independent observers.
- Voter registration phases: continuous roll maintenance vs. special registration drives.
- Data integrity: verification of identity documents and address validation.
- Use of the Voter Management Device (VMD) and manual registration forms.
- Handling objections and corrections to the voters' roll.
- Security protocols for registration materials and data.

Day 2: Advanced Registration Operations and Quality Assurance

- Planning and resource allocation for registration drives.
- Advanced VMD troubleshooting and offline data synchronization.
- Auditing registration data: duplicate detection and removal.
- Handling special cases: homeless voters, out-of-country registrations, and name changes.
- Communication strategies for public outreach and stakeholder coordination.
- Legal compliance: privacy, data retention, and reporting.
- Post-registration review: generating reports and preparing for elections.

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

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 16,200.00	R 16,200.00
1	In-House	R 21,000.00	R 21,000.00
1	On-Campus (Pretoria)	R 24,300.00	R 24,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
11 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
13 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
17 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 119628) 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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