



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

Policy Analysis and Organisational Policy Development

Culture and Arts / Cultural Studies

Unit Standard 242644 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to systematically analyse policy needs within an organisational context and develop effective organisational policies. Participants will learn to assess existing policies, identify gaps, and design policies that align with legislative requirements and strategic objectives.

Category	Culture and Arts
Subfield	Cultural Studies
Unit Standard	242644
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse current organisational policies to identify gaps and areas for improvement.
- Evaluate legislative and regulatory requirements relevant to policy development.
- Design a new or revised policy that addresses identified needs and aligns with organisational goals.
- Implement a structured policy development process including consultation and approval.
- Demonstrate the ability to communicate policy changes effectively to stakeholders.
- Apply monitoring and review mechanisms to ensure policy effectiveness and compliance.

WHO SHOULD ATTEND

- This course is designed for managers, policy analysts, compliance officers, and anyone responsible for developing or reviewing organisational policies in the public or private sector.

COURSE OUTLINE

Day 1: Foundations of Policy Analysis

- Introduction to policy analysis: concepts and definitions
- The policy cycle: agenda-setting, formulation, adoption, implementation, evaluation
- Types of policies: public vs organisational, strategic vs operational
- Evidence-based policy making: data sources and analytical tools
- Legal and ethical considerations: SAQA, NQF, and organisational compliance

Day 2: Problem Identification and Agenda Setting

- Problem identification techniques: brainstorming, SWOT analysis
- Stakeholder mapping and analysis: influence-interest grid
- Agenda-setting theories: Kingdon's multiple streams, Cobb and Elder
- Problem tree analysis: root causes, core problem, effects
- Crafting a clear policy problem statement

Day 3: Policy Formulation and Option Analysis

- Generating policy options: brainstorming, benchmarking, best practices
- Evaluation criteria: effectiveness, efficiency, equity, administrative feasibility, political acceptability
- Cost-benefit analysis basics
- Multi-criteria decision analysis (MCDA) overview
- Stakeholder consultation: methods and importance
- Writing a policy options paper

Day 4: Policy Adoption and Implementation Planning

- Decision-making models: rational, incremental, mixed scanning
- Adoption processes: approval, ratification, publication
- Implementation planning: logic model, work breakdown structure
- Risk analysis: identifying barriers and mitigation
- Change management principles: Kotter's 8-step model
- Communication planning: audience, messages, channels

Day 5: Policy Monitoring and Evaluation

- Monitoring frameworks: indicators, data sources, frequency
- Types of evaluation: formative, process, impact, economic
- Evaluation designs: RCT, difference-in-differences, before-after
- Data collection: surveys, interviews, administrative data
- Interpreting results: causality, attribution, contribution
- Writing evaluation reports and recommendations

Day 6: Organisational Policy Development Process

- Policy development lifecycle in organisations
- Drafting policy documents: structure, language, tone
- Consultation and revision processes
- Alignment with organisational strategy: vision, mission, goals
- Legal compliance: POPIA, Employment Equity Act, etc.
- Approval procedures and documentation
- Dissemination and training strategies

Day 7: Integration, Case Studies, and Final Assessment

- Comprehensive case study: from problem identification to evaluation
- Peer review and critique of policies
- Presentation of policy projects
- Mock assessment: written and oral components
- Recap of key concepts and Q&A;
- Final assessment and feedback

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 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Mauritius
12 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
17 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
18 Aug 2026	26 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 242644) 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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