



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

Ward Committees: Constitution, Structure and Roles

Business, Commerce and Management Studies / Public Administration

Unit Standard 242892 · NQF Level 2 · 6 Credits · 3 Days

COURSE OVERVIEW

This course provides a comprehensive understanding of the constitutional and legal framework governing Ward Committees in South Africa. Participants will learn the structure, roles, and responsibilities of committee members, enabling effective community representation and governance at the local level.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242892
Accreditation	SAQA Accredited · NQF Level 2 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the constitutional and legislative framework that establishes ward committees in South Africa.
- Analyze the structure and composition of ward committees as outlined in relevant legislation.
- Demonstrate the roles and responsibilities of ward committee members in facilitating community participation.
- Evaluate the relationship between ward committees, ward councillors, and municipal councils.
- Implement effective communication and reporting mechanisms between ward committees and the community.
- Assess the impact of ward committees on local governance and service delivery.

WHO SHOULD ATTEND

- This course is designed for newly elected or existing ward committee members, municipal officials, community leaders, and anyone involved in local governance who seeks to understand the formal structure and functions of ward committees.

COURSE OUTLINE

Day 1: Foundations of Ward Committees

- Overview of the South African Constitution and relevant legislation (Municipal Structures Act, etc.)
- Purpose and functions of ward committees
- Composition of ward committees: councillors, members, and stakeholders
- Roles and responsibilities of ward committee members
- Principles of participatory democracy and community engagement
- Relationship with municipal councils and administration
- Code of conduct and ethics for ward committee members

Day 2: Structure, Operations, and Governance

- Establishing a ward committee: election, terms, and induction
- Meeting procedures: agendas, minutes, and resolutions
- Communication channels between ward committees and communities
- Financial management: budgets, expenditure, and accountability
- Reporting and feedback mechanisms to the municipal council
- Conflict resolution strategies within committees and the community
- Stakeholder mapping and engagement strategies

Day 3: Practical Application and Integration

- Case studies of successful ward committees
- Role-play: conducting a ward committee meeting
- Developing a ward committee action plan
- Overcoming common challenges: apathy, resource constraints, political interference
- Monitoring and evaluation of ward committee performance
- Integrating ward committees into integrated development planning (IDP)
- Final assessment and course evaluation

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 **6 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius

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 242892) 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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