



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 Committee Policy and Legal Framework

Business, Commerce and Management Studies / Public Administration

Unit Standard 242893 · NQF Level 2 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with a thorough understanding of the policy and legal framework that governs the Ward Committee system in South Africa. Participants will explore key legislation, the roles and responsibilities of ward committees, and how these structures facilitate participatory democracy and local governance. The course aims to enhance the capacity of committee members and municipal officials to operate effectively within the legal framework.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242893
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 legal and policy framework governing ward committees in municipal governance.
- Analyze the roles, functions, and responsibilities of ward committees within the local government system.
- Evaluate the principles of participatory democracy and community engagement in the context of ward committees.
- Implement procedures for effective ward committee meetings, reporting, and decision-making.
- Demonstrate understanding of the relationship between ward committees, councillors, and municipal administration.
- Identify and address challenges in the functioning of ward committees within the legal framework.

WHO SHOULD ATTEND

- This course is designed for ward committee members, municipal officials, community development workers, and anyone involved in local governance or community participation processes.

COURSE OUTLINE

Day 1: Foundations of Ward Committee Policy and Legal Framework

- Overview of local government in South Africa: Constitution, Municipal Structures Act, and Systems Act
- Legal establishment and composition of ward committees
- Functions and powers of ward committees
- Code of conduct for ward committee members
- Relationship with ward councillors and municipal administration
- Public participation principles and mechanisms
- Introduction to municipal IDP and budget processes

Day 2: Operational Procedures and Compliance

- Meeting procedures: agendas, minutes, quorum, and resolutions
- Record-keeping and reporting obligations under the Municipal Systems Act
- Financial management and accountability for ward committees
- Conflict of interest and ethical dilemmas
- Community engagement techniques and tools
- Monitoring and evaluation of ward committee performance
- Case studies: successful and problematic ward committees

Day 3: Advanced Applications and Integration

- Ward committee role in IDP review and budget consultation
- Linking ward priorities to municipal strategic objectives
- Oversight of service delivery and project implementation
- Reporting back to communities: formats and accountability
- Policy advocacy and influencing municipal decisions
- Building partnerships with civil society and other stakeholders
- Final assessment: ward committee action plan presentation

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
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE

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 242893) 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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