



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 Functioning for Municipal Participation

Business, Commerce and Management Studies / Public Administration

Unit Standard 242896 · NQF Level 2 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with a comprehensive understanding of Ward Committee structures, roles, and functions within the South African municipal governance framework. Learners will gain practical skills to actively participate in municipal processes, ensuring effective community representation and collaboration with local government.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242896
Accreditation	SAQA Accredited · NQF Level 2 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate an understanding of the legislative and policy framework governing Ward Committees in South Africa.
- Apply the principles of Ward Committee functioning to facilitate community participation in municipal processes.
- Analyze the roles and responsibilities of Ward Committee members in relation to the municipality and the community.
- Evaluate the effectiveness of Ward Committee operations and recommend improvements.
- Implement communication strategies to engage diverse community stakeholders effectively.
- Demonstrate the ability to participate in municipal planning, budgeting, and oversight processes.

WHO SHOULD ATTEND

- This course is designed for Ward Committee members, municipal officials, community development workers, and any individuals seeking to understand or enhance their role in local governance and participatory democracy.

COURSE OUTLINE

Day 1: Introduction to Ward Committees and Municipal Governance

- Overview of local government in South Africa.
- Legal framework: Constitution, Municipal Structures Act, and related legislation.
- Purpose and functions of ward committees.
- Composition and election of ward committee members.
- Roles and responsibilities of ward councillors and committee members.
- Relationship between ward committees and municipal council.
- Introduction to municipal participation processes.
- Case studies of effective ward committees.

Day 2: Roles, Responsibilities, and Code of Conduct

- Detailed roles of chairperson, secretary, and members.
- Code of conduct: principles and enforcement.
- Ethical decision-making and conflict of interest.
- Reporting lines to ward councillor and municipal manager.
- Accountability to the community.
- Handling grievances and complaints.
- Record-keeping and minute-taking.
- Role of community development workers (CDWs).

Day 3: Community Engagement and Communication Strategies

- Principles of community engagement.
- Planning and facilitating community meetings.
- Public speaking and presentation skills.
- Using media and social media for outreach.
- Managing feedback and complaints.
- Inclusivity: engaging marginalized groups (youth, women, people with disabilities).
- Language and cultural sensitivity.
- Building trust and transparency.

Day 4: Participatory Planning and IDP Alignment

- Overview of the IDP process and budget cycle.
- Role of ward committees in IDP formulation.
- Conducting ward-level needs assessments.
- Prioritizing community needs.
- Aligning ward plans with IDP objectives.
- Participatory budgeting basics.
- Monitoring service delivery and project implementation.
- Reporting back to the community on IDP progress.

Day 5: Conflict Resolution and Problem-Solving Skills

- Types of conflict: interpersonal, community, political.
- Conflict resolution models (e.g., interest-based relational approach).
- Mediation and negotiation skills.
- Dealing with difficult personalities.
- Problem-solving frameworks.

- Case studies: resolving disputes over resource allocation.
- Building a positive committee culture.
- Stress management for committee members.

Day 6: Monitoring, Evaluation, and Reporting

- Basics of monitoring and evaluation (M&E).
- Developing indicators for ward-level performance.
- Data collection methods: surveys, focus groups, observations.
- Analyzing data to identify trends.
- Writing concise and informative reports.
- Presenting reports to council and community.
- Using M&E for continuous improvement.
- Tools for tracking complaints and resolutions.

Day 7: Integration, Action Planning, and Certification

- Review of key concepts and skills.
- Creating a ward committee action plan.
- Setting SMART goals for committee activities.
- Building partnerships with civil society and government.
- Resource mobilization and sustainability.
- Networking and peer support.
- Overview of further training opportunities.
- Course evaluation and certification.

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 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	13 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	14 Aug 2026	On-Campus	Mauritius
07 Aug 2026	17 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Mauritius
13 Aug 2026	21 Aug 2026	On-Campus	Cape Town, 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 242896) 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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