



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

Public Administration Under the Rule of Law Integration

Business, Commerce and Management Studies / Public Administration

Unit Standard 242905 · NQF Level 7 · 16 Credits · 13 Days

COURSE OVERVIEW

This course equips public sector managers and officials with the knowledge and skills to integrate the rule of law into public administration processes. It focuses on ensuring that administrative actions are lawful, reasonable, and procedurally fair, thereby promoting good governance and accountability.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242905
Accreditation	SAQA Accredited · NQF Level 7 · 16 Credits
Duration	13 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of the rule of law to public administration practices.
- Analyze administrative actions for compliance with legality, reasonableness, and procedural fairness.
- Evaluate the impact of constitutional and legislative frameworks on administrative decision-making.
- Design administrative processes that uphold the rule of law and promote accountability.
- Implement mechanisms to ensure transparency and access to information in public administration.

WHO SHOULD ATTEND

- Public sector managers, administrators, and officials at national, provincial, and local government levels who are responsible for implementing policies and making administrative decisions.

COURSE OUTLINE

Day 1: Introduction to Public Administration and the Rule of Law

- Overview of public administration: scope and functions.
- The rule of law: definition, principles (supremacy of law, accountability, legal certainty).
- Constitutional framework in South Africa (Chapter 10 of the Constitution).
- Key legislation: Public Service Act, Promotion of Administrative Justice Act (PAJA).
- Ethical foundations and Batho Pele principles.

Day 2: Constitutional and Legal Framework for Public Administration

- The Constitution of the Republic of South Africa, 1996: sections relevant to public administration.
- Separation of powers: executive, legislature, judiciary.
- The Bill of Rights: rights affecting administrative action (access to information, just administrative action).
- Principle of legality: requirements for valid administrative action.
- Case law examples: President of RSA v SARFU, etc.

Day 3: Administrative Justice and the Promotion of Administrative Justice Act (PAJA)

- Definitions: administrative action, decision, organ of state.
- Section 33 of the Constitution and PAJA.
- Requirements for lawful administrative action: authority, jurisdiction.
- Procedural fairness: notice, hearing, reasons.
- Reasonableness and rationality.
- Grounds for review: ultra vires, error of law, bias, etc.
- Remedies under PAJA.

Day 4: Access to Information and Open Governance

- Constitutional right to access information (section 32).
- Overview of PAIA: purpose, key provisions.
- Categories of information: automatically available, available on request, exempt.
- Grounds for refusal: protection of privacy, commercial information, etc.
- Internal appeals and court applications.
- Open governance: principles and best practices.

Day 5: Ethics and Integrity in Public Administration

- Ethics vs. morality vs. legality.
- Public Service Code of Conduct: principles and enforcement.
- Conflict of interest: identification and management.
- Financial misconduct and disciplinary procedures.
- Role of the Public Protector and anti-corruption agencies.
- Whistleblowing: Protected Disclosures Act.

Day 6: Delegation of Powers and Administrative Discretion

- Delegation: legal basis, requirements, and limitations.
- Sub-delegation: principles and restrictions.
- Administrative discretion: nature and scope.
- Fettering of discretion: rules against rigid policies.
- Controls on discretion: judicial review, internal mechanisms.
- Case law: Minister of Environmental Affairs v Rigg, etc.

Day 7: Public Participation and Stakeholder Engagement

- Constitutional provisions for public participation (section 195).
- Legislative requirements: Municipal Systems Act, PAJA.
- Methods: public meetings, written submissions, advisory committees.
- Stakeholder mapping and analysis.
- Cooperative governance: intergovernmental relations.
- Challenges: tokenism, capacity constraints.

Day 8: Procurement and Supply Chain Management within the Rule of Law

- Constitutional principles for procurement (section 217).
- PFMA and Municipal Finance Management Act (MFMA) provisions.
- Preferential Procurement Policy Framework Act (PPPFA).
- Supply chain management cycle: demand, acquisition, logistics, disposal.
- Bid committees: specification, evaluation, adjudication.
- Irregular, fruitless, and wasteful expenditure.
- Case studies on procurement failures.

Day 9: Human Resource Management and Labour Law Compliance

- Public Service Act and Regulations: employment conditions.
- Labour Relations Act: unfair dismissal, unfair labour practices.
- Employment Equity Act: affirmative action and discrimination.
- Recruitment and selection: merit principle.
- Performance management and discipline.
- Role of the PSC: oversight, investigations.

Day 10: Financial Management and Accountability

- Overview of PFMA and MFMA: key provisions.
- Budgeting process: preparation, approval, implementation.
- Expenditure management: virement, unauthorised expenditure.
- Supply chain management integration.
- Reporting and accountability: annual reports, audit committees.
- Role of the Auditor-General: audits, findings, remedial action.
- Consequences of non-compliance: financial misconduct.

Day 11: Monitoring, Evaluation, and Oversight

- Monitoring and evaluation: definitions, purposes, frameworks.
- Government-wide monitoring and evaluation system.
- Internal oversight: internal audit, risk management.
- External oversight: Parliament, provincial legislatures, municipal councils.
- Chapter 9 institutions: Public Protector, SAHRC, etc.
- Performance information management: indicators, reporting.

Day 12: Case Studies in Administrative Law and Public Administration

- Case studies: State Capture Commission findings, Nkandla, etc.
- Analysis of administrative decisions: were they lawful, reasonable, procedurally fair?
- Judicial review outcomes and lessons learned.
- Group discussions: identifying best practices.
- Developing action plans for compliance improvement.

Day 13: Integration and Application: The Rule of Law in Daily Administration

- Recap of key themes: legality, accountability, transparency, participation.
- Scenario-based exercises: drafting a decision, responding to a PAJA request.
- Developing an ethics checklist.
- Final assessment: written test or case study analysis.
- Course evaluation 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 **16 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 50,000.00	R 50,000.00
1	In-House	R 65,100.00	R 65,100.00
1	On-Campus (Pretoria)	R 75,000.00	R 75,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	25 Aug 2026	On-Campus	Mauritius
10 Aug 2026	26 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	27 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	31 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	31 Aug 2026	On-Campus	Mauritius
14 Aug 2026	01 Sep 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	02 Sep 2026	On-Campus	Pretoria, 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 242905) 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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