



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

Local Government Policy and Legal Framework Overview

Business, Commerce and Management Studies / Public Administration

Unit Standard 244175 · NQF Level 3 · 10 Credits · 7 Days

COURSE OVERVIEW

This course provides a comprehensive overview of the policy and legal framework that governs local government in South Africa. Participants will gain a foundational understanding of key legislation, including the Constitution, the Municipal Structures Act, and the Municipal Systems Act, and how these laws shape municipal governance, service delivery, and community participation.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244175
Accreditation	SAQA Accredited · NQF Level 3 · 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 constitutional and legislative framework for local government in South Africa.
- Explain the roles and responsibilities of key municipal structures and functionaries.
- Apply the principles of cooperative governance and intergovernmental relations.
- Analyze the legal requirements for municipal planning, budgeting, and performance management.
- Evaluate the mechanisms for public participation and accountability in local government.
- Implement basic compliance measures in line with relevant local government legislation.

WHO SHOULD ATTEND

- This course is designed for municipal officials, councillors, and staff working in or with local government who need a clear understanding of the legal and policy environment.
- It is also suitable for community leaders and NGO representatives engaging with municipal processes.

COURSE OUTLINE

Day 1: Introduction to Local Government and Policy Context

- Overview of the South African government system
- The Constitution and local government
- Municipal Structures Act, Municipal Systems Act
- Roles of councils, mayors, and officials
- Policy development processes
- Public participation in policy making

Day 2: The Legal Framework for Local Government

- The Constitution Chapter 7: Local Government
- Municipal Finance Management Act (MFMA)
- Municipal Systems Act (MSA)
- Municipal Property Rates Act
- Division of Revenue Act
- Legal responsibilities of municipal managers

Day 3: Policy Formulation and Implementation

- Policy concepts and types
- The policy cycle
- Stakeholder engagement and participation
- Drafting policy documents
- Policy adoption processes
- Implementation challenges

Day 4: Key Policy Areas in Local Government

- Integrated Development Plan (IDP)
- Spatial Planning and Land Use Management Act (SPLUMA)
- Service delivery and municipal services
- By-laws: creation and enforcement
- Environmental policies
- Housing and human settlements

Day 5: Financial Management and Accountability

- Municipal budgeting process
- Revenue sources: rates, tariffs, grants
- Supply chain management
- Financial reporting and audits
- Municipal Public Accounts Committee (MPAC)
- Consequences of financial misconduct

Day 6: Ethics, Governance, and Public Participation

- Ethical principles in public service
- Code of Conduct for Councillors
- Public participation: ward committees, IDP forums
- Access to information and transparency
- Combating corruption

- Case studies on governance challenges

Day 7: Integration, Review, and Application

- Review of key concepts
- Case study analysis: applying legal and policy frameworks
- Drafting a policy brief
- Group presentations and feedback
- Assessment preparation
- 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 **10 NQF credits** at **NQF Level 3**.

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
10 Aug 2026	18 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	18 Aug 2026	On-Campus	Mauritius
11 Aug 2026	19 Aug 2026	On-Campus	Cape Town, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	25 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	26 Aug 2026	On-Campus	Dubai, 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 244175) 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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