



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 Participation in Local Government Processes

Business, Commerce and Management Studies / Public Administration

Unit Standard 244188 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to facilitate meaningful public participation and citizen involvement in local government processes. Learners will understand the legislative framework, communication strategies, and practical techniques to engage communities in decision-making, thereby strengthening democratic governance and service delivery.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244188
Accreditation	SAQA Accredited · NQF Level 3 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legislative and policy framework governing public participation in local government.
- Analyze community needs and dynamics to design inclusive participation processes.
- Evaluate the effectiveness of participation mechanisms and recommend improvements.
- Implement communication strategies that foster transparent and constructive dialogue.
- Demonstrate facilitation skills to manage diverse stakeholder interactions and resolve conflicts.
- Develop a public participation plan aligned with integrated development planning (IDP) cycles.

WHO SHOULD ATTEND

- This course is designed for municipal officials, community development workers, ward committee members, and anyone involved in public engagement or citizen liaison within local government structures.

COURSE OUTLINE

Day 1: Understanding Public Participation and Local Government

- Introduction to public participation: concepts and benefits.
- Legal framework: Constitution, Municipal Structures Act, and related policies.
- Stakeholders: councillors, officials, communities, and civil society.
- Principles of good governance: transparency, accountability, responsiveness.
- Levels of participation: from information sharing to empowerment.
- Case studies of effective public participation.
- Challenges and barriers to participation.

Day 2: Mechanisms and Processes for Public Participation

- Mechanisms: IDP forums, ward committees, public meetings, petitions.
- The IDP process: phases and opportunities for input.
- Ward committees: composition, functions, and effectiveness.
- Public hearings: planning, facilitation, and documentation.
- Communication strategies: media, digital platforms, and outreach.
- Engaging marginalized groups: youth, women, persons with disabilities.
- Monitoring and evaluation of participation processes.

Day 3: Practical Application and Integration of Public Participation

- Steps to design a public participation plan.
- Facilitation skills for inclusive meetings.
- Handling conflict and difficult participants.
- Tools for collecting and analyzing public input.
- Reporting back to communities: accountability mechanisms.
- Ethics in public participation: integrity, respect, confidentiality.
- Case study: successful integration of public input.
- Action planning for implementation.

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 3**.

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	Durban, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Mauritius
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
17 Aug 2026	19 Aug 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 244188) 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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