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 Understanding

Business, Commerce and Management Studies / Public Administration

Unit Standard 244300 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with a comprehensive understanding of public participation mechanisms in South African local government. It explores the legal frameworks, processes, and practical tools for engaging communities in governance, enabling learners to facilitate inclusive decision-making and strengthen democratic accountability.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244300
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

- Explain the constitutional and legislative framework for public participation in South African local government.
- Analyze the roles of ward committees, IDP forums, and other participation structures.
- Apply facilitation techniques to ensure inclusive and meaningful community engagement.
- Evaluate the effectiveness of participation processes using feedback and impact indicators.
- Develop a public participation plan aligned with municipal integrated development planning.
- Demonstrate ethical conduct and accountability in managing community input.

WHO SHOULD ATTEND

- Municipal officials, community development workers, ward committee members, and civil society representatives who need to implement or support public participation initiatives.

COURSE OUTLINE

Day 1: **Foundations of Public Participation in Local Government**

- Introduction to public participation: definition and importance.
- Legal framework: Constitution, Municipal Systems Act, and related policies.
- Roles of councillors, officials, and community members.
- Principles of Batho Pele and participatory democracy.
- Spectrum of participation: from informing to empowerment.
- Case study: successful public participation examples.

Day 2: **Mechanisms and Processes for Effective Participation**

- Ward committees: establishment, functions, and challenges.
- Integrated Development Plan (IDP) public participation process.
- Budget consultation and feedback mechanisms.
- Public meetings, hearings, and petitions.
- Use of technology and social media for engagement.
- Addressing barriers: language, accessibility, trust.
- Group activity: designing a participation plan for a scenario.

Day 3: **Monitoring, Evaluation, and Practical Application**

- Monitoring and evaluation frameworks for participation.
- Feedback mechanisms and reporting back to communities.
- Case studies: analysing successes and failures.
- Ethical considerations and conflict resolution.
- Action planning: steps to improve participation in own municipality.
- Course review and assessment.

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 13,200.00	**R 13,200.00**
1	In-House	R 17,800.00	**R 17,800.00**
1	On-Campus (Pretoria)	R 19,800.00	**R 19,800.00**

UPCOMING SESSIONS

Start	End	Method	Venue
02 Dec 2026	04 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
02 Dec 2026	04 Dec 2026	On-Campus	Mauritius
09 Dec 2026	11 Dec 2026	On-Campus	Bangkok, Thailand
09 Dec 2026	11 Dec 2026	On-Campus	Blantyre, Malawi
09 Dec 2026	11 Dec 2026	On-Campus	Nairobi, Kenya
09 Dec 2026	11 Dec 2026	On-Campus	Kinshasa, DRC
09 Dec 2026	11 Dec 2026	On-Campus	Johannesburg, South Africa
09 Dec 2026	11 Dec 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 QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 244300) and click **Get A Quotation**. 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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