



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Personal Accountability in Local Government

Business, Commerce and Management Studies / Public Administration

Unit Standard 244301 · NQF Level 3 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips local government officials with the skills to take personal accountability for their actions, decisions, and performance within their specific work context. Participants will learn to align their conduct with legislative frameworks, ethical standards, and service delivery imperatives, fostering a culture of responsibility and transparency.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	244301
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 principles of personal accountability to own work context in local government.
- Analyze own roles and responsibilities in relation to legislative and policy frameworks.
- Evaluate the impact of personal actions on service delivery and stakeholder trust.
- Implement strategies to monitor and improve personal performance and accountability.
- Demonstrate ethical decision-making and transparency in daily operations.
- Report and address accountability gaps using appropriate communication channels.

WHO SHOULD ATTEND

- Municipal managers, supervisors, and frontline staff in South African local government who are responsible for service delivery and compliance.
- This includes officials in administrative, technical, and community-facing roles.

COURSE OUTLINE

Day 1: Foundations of Personal Accountability in Local Government

- Introduction to personal accountability vs. responsibility.
- The role of the Constitution and Batho Pele principles.
- Code of conduct for councillors and officials.
- Ethical decision-making frameworks.
- Case studies: consequences of accountability failures.
- Group discussion: accountability in daily work.

Day 2: Applying Accountability in Municipal Operations

- Accountability in financial management and procurement.
- Reporting mechanisms: internal controls and audits.
- Conflict of interest policies and disclosure.
- Whistle-blowing: legal protections and procedures.
- Performance agreements and individual accountability.
- Practical exercise: drafting an accountability report.

Day 3: Embedding a Culture of Accountability

- Leadership and accountability: role of managers.
- Building trust and transparency with communities.
- Overcoming resistance to accountability.
- Monitoring and evaluation for sustained accountability.
- Personal action planning and commitment.
- 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 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	Abu Dhabi, UAE
10 Aug 2026	12 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	13 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
17 Aug 2026	19 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 244301) 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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