



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

Extension and Development Organisation and Management

Agriculture and Nature Conservation / Primary Agriculture

Unit Standard 253314 · NQF Level 6 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to assist in organising and managing extension and development activities within agricultural and community contexts. Participants will learn to coordinate resources, support programme implementation, and facilitate stakeholder engagement to achieve developmental outcomes.

Category	Agriculture and Nature Conservation
Subfield	Primary Agriculture
Unit Standard	253314
Accreditation	SAQA Accredited · NQF Level 6 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply principles of extension and development management to support programme coordination.
- Analyze community needs and stakeholder dynamics to inform extension planning.
- Evaluate the effectiveness of extension activities using appropriate monitoring tools.
- Demonstrate ability to organise resources and logistics for extension events.
- Implement communication strategies to facilitate knowledge transfer among stakeholders.

WHO SHOULD ATTEND

- Extension officers, development practitioners, and field workers involved in agricultural or community development programmes.

COURSE OUTLINE

Day 1: Introduction to Extension and Development Organisations

- Concepts of extension and development
- Types of extension organisations (public, private, NGO)
- History of extension in South Africa
- Stakeholder mapping: farmers, communities, government
- Legislation and policies: Agricultural Extension Strategy, relevant acts
- Ethical considerations in extension work

Day 2: Organisational Structure and Management Principles

- Organisational design: hierarchies, matrix, networks
- Management functions and their application
- Leadership styles in extension contexts
- Internal communication strategies
- Organisational culture and change management
- Case studies of extension organisations

Day 3: Programme Planning and Needs Assessment

- Participatory rural appraisal (PRA) techniques
- Needs assessment tools: surveys, focus groups, interviews
- Logic models and theory of change
- Objective setting: SMART criteria
- Resource mobilisation and budgeting
- M&E; planning: indicators, data collection methods

Day 4: Implementation and Resource Management

- Implementation planning: timelines, milestones
- Human resource management: roles, training, motivation
- Financial management: budgets, expenditure tracking
- Material and logistics management
- Partnership coordination and networking
- Risk management and contingency planning

Day 5: Monitoring, Evaluation, and Reporting

- Monitoring systems: indicators, data collection frequency
- Evaluation designs: formative, summative, impact
- Data analysis: quantitative and qualitative methods
- Report writing: structure, clarity, audience focus
- Feedback loops for programme improvement
- Case studies of M&E; in extension

Day 6: Communication, Advocacy, and Stakeholder Engagement

- Communication models and channels
- Adult learning theory and facilitation techniques
- Workshop design and delivery
- Advocacy strategies for extension
- Conflict resolution and negotiation

- Building partnerships with communities and government

Day 7: Integration, Sustainability, and Professional Development

- Sustainability: financial, social, environmental
- Scaling up and replication of successful programmes
- Professional ethics and standards
- Continuous learning and networking
- Final project: extension management plan presentation
- Course review and 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 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 31,000.00	R 31,000.00
1	In-House	R 40,400.00	R 40,400.00
1	On-Campus (Pretoria)	R 46,500.00	R 46,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
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

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 253314) 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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