



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

Municipal Policy Making and Analysis

Business, Commerce and Management Studies / Public Administration

Unit Standard 255574 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to effectively participate in municipal policy making and analysis processes. Learners will understand the legislative framework, policy development cycles, and analytical techniques required to contribute meaningfully to local government policy formulation and review.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	255574
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the legislative and policy framework governing municipal policy making in South Africa.
- Apply policy analysis techniques to evaluate existing municipal policies.
- Participate effectively in the various stages of the municipal policy development cycle.
- Analyze the impact of policies on local communities and stakeholder groups.
- Demonstrate the ability to draft policy recommendations based on evidence and stakeholder input.
- Evaluate the implementation and monitoring mechanisms of municipal policies.

WHO SHOULD ATTEND

- Municipal officials, councillors, policy analysts, and community representatives involved in or aspiring to participate in municipal policy development and analysis.

COURSE OUTLINE

Day 1: Introduction to Municipal Policy Making

- Overview of South African local government
- The purpose and functions of municipal policy
- Constitutional and legislative framework (Municipal Systems Act, Constitution)
- Types of municipal policies
- The policy cycle: agenda-setting to evaluation

Day 2: Policy Analysis Frameworks

- Rational-comprehensive and incremental models
- Stakeholder mapping and analysis
- Cost-benefit analysis basics
- Feasibility and risk assessment
- Ethical considerations in policy analysis

Day 3: Problem Identification and Agenda Setting

- Problem definition techniques
- Agenda-setting theories (Kingdon's Multiple Streams)
- Role of public participation in agenda setting
- Data collection for problem identification
- Priority setting matrices

Day 4: Policy Formulation and Design

- Writing clear policy statements
- Policy instruments: command-and-control, market-based, voluntary
- Linking policy to IDP and budget
- Legal review and compliance checks
- Consultation during formulation

Day 5: Decision Making and Adoption

- Council committee structures and processes
- Writing policy reports and memoranda
- Role of the municipal manager and officials
- Public hearings and submissions
- Voting and adoption procedures

Day 6: Policy Implementation

- Implementation theories (top-down, bottom-up)
- Action plans and project management basics
- Resource allocation and budgeting
- Intergovernmental relations
- Monitoring implementation progress

Day 7: Policy Monitoring and Evaluation

- M&E; frameworks (logic models, theory of change)
- Key performance indicators for municipal policies
- Data sources and collection methods
- Evaluation designs: before-after, with-without

- Reporting evaluation findings

Day 8: Public Participation and Communication

- Legal requirements for public participation (Chapter 4 of Municipal Systems Act)
- Participation methods: meetings, surveys, digital tools
- Communication plans and messaging
- Conflict resolution techniques
- Incorporating feedback into policy

Day 9: Integration and Capstone

- Case study: analysis of a municipal by-law or strategy
- Group presentation of policy recommendations
- Peer review and feedback
- Ethical dilemmas in policy making
- Course wrap-up and action planning

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 **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
07 Aug 2026	19 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	24 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	25 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	26 Aug 2026	On-Campus	Mauritius
17 Aug 2026	27 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 255574) 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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