



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

Local Government Election Facilitation Theories and Processes

Business, Commerce and Management Studies / Public Administration

Unit Standard 255575 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the theoretical frameworks and practical processes required to facilitate local government elections effectively. Participants will gain a comprehensive understanding of electoral systems, stakeholder engagement, and compliance with South African electoral legislation. The course aims to build capacity for managing election logistics, resolving disputes, and ensuring credible electoral outcomes.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	255575
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant theories of electoral systems and democratic processes to local government election facilitation.
- Analyze the legislative and regulatory framework governing local government elections in South Africa.
- Evaluate the roles and responsibilities of key stakeholders in the electoral process.
- Design election facilitation plans that ensure transparency, inclusivity, and compliance.
- Implement conflict resolution and dispute management strategies during election processes.
- Demonstrate the ability to monitor and report on election activities in accordance with established standards.

WHO SHOULD ATTEND

- This course is designed for electoral officials, municipal staff, political party representatives, and community leaders involved in planning, coordinating, or overseeing local government elections.
- It is also suitable for individuals seeking to enter the field of electoral management.

COURSE OUTLINE

Day 1: Introduction to Local Government and Election Facilitation

- Overview of local government in South Africa: municipalities, wards, and councils.
- Legal framework: Constitution, Municipal Structures Act, Electoral Act.
- The electoral cycle: pre-election, election day, and post-election phases.
- Roles of the Independent Electoral Commission (IEC) and election facilitators.
- Code of conduct for election officials.
- Introduction to voter registration and voter rolls.
- Ethics and impartiality in election facilitation.
- Overview of election materials and equipment.

Day 2: Pre-Election Planning and Voter Education

- Pre-election planning: timelines, resources, and logistics.
- Voter education: methods, materials, and target audiences.
- Managing voter registration: temporary stations, door-to-door, and online.
- Stakeholder engagement: meetings, communication, and conflict resolution.
- Handling special voting: home visits and institutional voting.
- Security planning and risk assessment.
- Budgeting and resource allocation.
- Monitoring and reporting pre-election progress.

Day 3: Election Day Procedures and Voting Station Management

- Voting station layout and accessibility requirements.
- Opening procedures: inspection, materials, and staff briefing.
- Voter identification: ID verification and voter roll checking.
- Ballot paper management: issuance, secrecy, and spoilt ballots.
- Queue management and crowd control.
- Handling assisted voting and special needs voters.
- Incident reporting: complaints, disruptions, and irregularities.
- Closing procedures: reconciliation, sealing, and transport of materials.

Day 4: Post-Election Processes and Result Management

- Counting procedures: sorting, counting, and verification.
- Result capturing and transmission to IEC.
- Declaration of results: local, ward, and proportional representation.
- Handling objections and recounts.
- Post-election audits and quality assurance.
- Debriefing with election staff and stakeholders.
- Archiving election materials and records.
- Lessons learned and recommendations for future elections.

Day 5: Advanced Topics, Practical Integration, and Assessment

- Case studies: real-world election challenges and solutions.
- Scenario-based exercises: crisis management and decision-making.
- Review of legal and ethical obligations.
- Mock election facilitation: from planning to result declaration.
- Assessment preparation: knowledge and practical tests.

- Certification requirements and pathways.
- Continuous professional development in election facilitation.
- Course evaluation and feedback.

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 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 255575) 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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