



## 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 Managerial and Administrative Framework

Business, Commerce and Management Studies / Public Administration

Unit Standard 255576 · NQF Level 5 · 8 Credits · 5 Days

## COURSE OVERVIEW

This course equips learners with the ability to apply the broad managerial and administrative framework within a local government environment. It covers the legislative, policy, and procedural context that governs local government operations, enabling learners to contribute effectively to municipal management. The focus is on integrating administrative functions with strategic objectives to enhance service delivery.

|                 |                                           |
|-----------------|-------------------------------------------|
| Category        | Business, Commerce and Management Studies |
| Subfield        | Public Administration                     |
| Unit Standard   | 255576                                    |
| 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 the legislative and policy framework governing local government administration.
- Analyze the roles and responsibilities of key managerial and administrative structures within a municipality.
- Implement administrative procedures that align with municipal strategic objectives.
- Evaluate the impact of compliance requirements on local government service delivery.
- Demonstrate the ability to manage resources effectively within a local government context.
- Design administrative systems that support transparent and accountable governance.

## WHO SHOULD ATTEND

- This course is designed for municipal managers, administrators, and officials in local government who need to understand and apply the managerial and administrative frameworks.
- It is also suitable for those aspiring to leadership roles within the local government sector.

## 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](http://www.aaticd.co.za), open the page for this course (Unit Standard 255576) 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](mailto: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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