



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

Public Service HR Performance Monitoring

Business, Commerce and Management Studies / Human Resources

Unit Standard 259146 · NQF Level 6 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips public service HR practitioners with the skills to systematically monitor and evaluate departmental performance against human resource plans. Participants will learn to track key HR metrics, identify performance gaps, and recommend corrective actions to enhance service delivery. The focus is on aligning HR performance with strategic objectives within the South African public sector context.

Category	Business, Commerce and Management Studies
Subfield	Human Resources
Unit Standard	259146
Accreditation	SAQA Accredited · NQF Level 6 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply appropriate monitoring frameworks to track HR performance against the departmental human resource plan.
- Analyze HR performance data to identify trends, variances, and areas requiring intervention.
- Evaluate the effectiveness of HR strategies in achieving departmental objectives.
- Design performance reports that communicate findings and recommendations to stakeholders.
- Implement corrective actions to address identified performance gaps.
- Demonstrate compliance with relevant public service regulations and standards.

WHO SHOULD ATTEND

- HR practitioners, performance management officers, and departmental managers within the South African public service who are responsible for monitoring and reporting on HR performance.

COURSE OUTLINE

Day 1: Foundations and Processes of Public Service HR Performance Monitoring

- Overview of the public service performance management framework
- Legislative requirements: Public Service Act, Regulations, and collective agreements
- Developing performance agreements and work plans
- Key performance indicators (KPIs) and performance standards
- Data collection methods: qualitative and quantitative
- Performance reporting formats and templates
- Analysing performance data for trends and gaps
- Addressing underperformance and implementing improvement plans

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 **4 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 14,100.00	R 14,100.00
1	In-House	R 18,300.00	R 18,300.00
1	On-Campus (Pretoria)	R 21,100.00	R 21,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	11 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	12 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	13 Aug 2026	On-Campus	Durban, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Mauritius
14 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
17 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
18 Aug 2026	18 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 259146) 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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