

Public Participation & Community Engagement

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills to understand public participation and municipal planning processes within Local Government. Participants will develop an understanding of Integrated Development Planning (IDP), Local Economic Development (LED), and the structures that support community participation. The programme also strengthens learners' communication, reading, and information interpretation skills to support effective stakeholder engagement and informed decision-making in municipal environments.

2. Programme Outcome:

- Explain the history and evolution of Local Government and public participation in South Africa
- Describe the purpose and importance of public participation in municipal governance
- Identify the mechanisms used to facilitate public participation
- Explain the roles of Ward Committees, Municipal Councillors, and Mayors in community participation
- Describe the core planning functions of Local Government
- Explain the purpose and process of Integrated Development Planning (IDP)
- Describe the role of Local Economic Development (LED) in municipal planning and service delivery
- Communicate effectively with diverse audiences using appropriate communication techniques
- Interpret and analyse a range of workplace and municipal documents
- Present and communicate information clearly to support public participation and municipal planning processes

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0275

SAQA US:

244300, 244302, 119472, 119457

NQF Level:

3

Credits:

24

Entry Requirements:

Basic Literacy & Communication skills at NQF Level 2

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(244300 US):** Demonstrate an understanding of public participation in Local Government
- **(244302 US):** Demonstrate an understanding of the planning functions of Local Government
- **(119472 US):** Accommodate audience and context needs in oral/signing communication
- **(119457 US):** Interpret and use information from texts

4. Topics

Module 1: Public Participation in Local Government

- Introduction to Local Government
- History and evolution of Local Government in South Africa
- Principles of democratic governance
- Public participation in Local Government
- Constitutional requirements for public participation
- Mechanisms supporting public participation
- Community consultation processes
- Roles of Ward Committees
- Roles of Municipal Councillors and Mayors
- Community engagement strategies
- Promoting accountable and transparent governance

Module 2: Municipal Planning Functions

- Introduction to municipal planning
- Core planning functions of Local Government
- Integrated Development Planning (IDP)
- Stages of the IDP process
- Stakeholder participation in IDP
- Local Economic Development (LED)
- Linking LED to IDP
- Municipal strategic planning
- Service delivery planning
- Monitoring and evaluating municipal plans
- Supporting sustainable community development

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Effective Oral Communication

- Principles of effective communication
- Identifying audiences and communication purposes
- Adapting communication styles
- Active listening skills
- Verbal communication techniques
- Public speaking and presentations
- Community meeting facilitation
- Strategies to engage audiences
- Responding to challenging questions
- Identifying and responding to manipulative language
- Professional communication in Local Government

Module 4: Interpreting and Using Information from Texts

- Reading workplace and municipal documents
- Reading strategies for understanding different text types
- Identifying explicit and implicit information
- Analysing legislation, policies, and reports
- Evaluating written information
- Interpreting municipal planning documents
- Understanding language structures and their influence
- Responding appropriately to written information
- Applying information in workplace contexts
- Supporting decision-making through effective interpretation of information

5. Target Market

This programme is suitable for:

- Municipal Officials
- Ward Committee Members
- Community Development Workers
- Public Participation Officers
- Local Economic Development (LED) Practitioners
- Integrated Development Planning (IDP) Officials
- Administrative Officers
- Community Liaison Officers
- Municipal Councillors
- Public Service Employees
- Traditional Leaders
- Community-Based Organisation (CBO) Representatives
- Non-Governmental Organisation (NGO) Personnel
- Individuals pursuing a career in Local Government and Public Administration

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6. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

7. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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