

Gender, Equity & Inclusive Community Development

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills to promote inclusive community development, facilitate democratic participation, and support effective service delivery within a Ward Committee and Local Government context. Participants will develop an understanding of gender, equity, and diversity principles, strengthen community engagement practices, contribute to development projects, and communicate effectively through professional written presentations and reports.

2. Programme Outcome:

- Explain the concepts of gender, equity, diversity, and inclusion within community development
- Apply gender and equity principles throughout the lifecycle of development projects
- Promote inclusive participation in democratic and community development processes
- Facilitate community awareness and engagement initiatives
- Support the planning and implementation of development project service delivery within Ward Committees
- Apply service excellence principles to improve municipal service delivery
- Evaluate the effectiveness of development project service delivery
- Produce clear, accurate, and audience-appropriate written communication for community and workplace contexts
- Prepare and present written reports and documentation for development initiatives

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0281

SAQA US:

242894, 123436, 242895, 119456

NQF Level:

3

Credits:

26

Entry Requirements:

NQF Level 2 qualification

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

- **(242894 US):** Demonstrate knowledge of gender, equity and diversity issues in development projects
- **(123436 US):** Facilitate community participation in democratic processes and structures
- **(242895 US):** Support the facilitation of development project service delivery in a Ward Committee context
- **(119456 US):** Write/present for a defined context

4. Topics

Module 1: Gender, Equity and Diversity in Development Projects

- Introduction to diversity and inclusion
- Gender and equity concepts
- Equality versus equity
- Diversity within communities
- Gender mainstreaming in development projects
- Equity-focused planning tools
- Participatory approaches to development
- Benefits of inclusive development
- Barriers to gender equality
- Managing resistance to change
- Promoting inclusive community participation

Module 2: Community Participation in Democratic Processes

- Principles of democracy and public participation
- Human rights and community development
- Democratic structures in South Africa
- Assessing community participation
- Community awareness campaigns
- Stakeholder identification and engagement
- Facilitating community meetings
- Encouraging inclusive participation
- Participatory decision-making
- Monitoring and evaluating participation initiatives
- Continuous improvement of community engagement

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

Module 3: Development Project Service Delivery

- Principles of service excellence
- Local Government service delivery framework
- Ward Committee roles in development projects
- Service delivery planning
- Community needs identification
- Service delivery tools and techniques
- Integrating municipal services into development projects
- Implementing service delivery plans
- Monitoring project implementation
- Evaluating service delivery outcomes
- Continuous service improvement

Module 4: Professional Writing and Presentation Skills

- Writing for different audiences and purposes
- Planning and organising written communication
- Selecting appropriate writing styles and formats
- Grammar and language conventions
- Workplace correspondence
- Community notices and reports
- Preparing meeting minutes
- Drafting project documentation
- Editing and proofreading
- Presenting written information professionally
- Adapting communication to different contexts

5. Target Market

This programme is suitable for:

- Ward Committee Members
- Municipal Officials
- Community Development Workers
- Public Participation Officers
- Community Liaison Officers
- Ward Councillors
- NGO and CBO Representatives
- Traditional Leaders
- Development Project Coordinators
- Youth and Community Leaders
- Public Service Employees
- Individuals seeking a career in Local Government and Community Development

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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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