

**Short Learning Programme Course Outline:
Code of Conduct for Councillors: Procedures for
Disciplinary Hearings & Investigations
Training duration - 8 or 16 contact hours**

Purpose of short learning programme (SLP)

The purpose of this 1 or 2 -day short learning programme is to establish a uniform and common procedure for investigations into the breach of the Code of Conduct for Councillors.

***Admission/entrance requirements:**

- A National Senior Certificate (NSC)
- A National Certificate (Vocational) Level 4 (NCV4) or
- An appropriate Further Education and Training Certificate or equivalent.
- Good reading and writing skills at NQF level 4 is recommended.

* Please note that the Entrance Requirements are only applicable, if the student chooses to be assessed.

Attendance requirements

Kindly note students are required to remain in class for the duration of the course.

Course outline

Investigation by the speaker

- Reasonable suspicion of breach of code
- The investigation

Investigation by municipal council or special committee

- The charges
- Commencement of the hearing
 - Principles
 - Preliminaries
 - Acknowledgement of charge sheet

The plea

- Plea of guilty
- Plea of not guilty
 - The process
 - Evaluation of finding
- Mitigation and aggravation
- Administrative arrangements

Please note: Prior to delegates registering for the course, a decision will need to be made as to whether the 1 or 2-day course will be conducted. See below for additional information:

Day 1: Theory

Day 2: Practical role plays and case studies (**optional**)

Assessment practice (Optional)

- Students need to obtain a 50% pass mark overall in order to be issued with a university Certificate of Compliance.

Training delivery

- Training can take place at the Nelson Mandela University's Bird Street campus in PE or on-site.

Contact details

For further information and to request quotations, please contact:

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