



RISK, COMPLIANCE AND AML TRAINING

Policy Writing and Development

3 day course

Classroom, online or in-house

Course overview

Policies that are poorly structured or written in dense legalistic language are ignored, misapplied or quietly worked around by staff, which leaves the organisation with the exposure the policy was meant to remove. This course builds the craft. Delegates work through establishing what a policy is actually for and whether one is needed at all, a repeatable structure covering purpose, scope, principles, responsibilities and consequences, and plain language drafting that survives translation into daily practice. The distinction between policy, standard and procedure is covered, since collapsing them produces documents that are too vague to follow and too rigid to change. Consultation and approval follow. The course closes on the policy library, on review cycles and on retiring a policy nobody needs.

What you will learn

- Establish what a policy is for and whether one is needed
- Apply a repeatable structure across purpose, scope and responsibilities
- Draft in plain language that survives daily use
- Separate policy, standard and procedure appropriately
- Consult and secure approval without losing clarity
- Maintain a policy library and review cycle
- Retire policies that are no longer needed

Who should attend

- Policy officers and policy analysts
- Human resources and legal professionals who draft organisational policy
- Compliance and governance officers
- Departmental managers responsible for local procedures
- Public sector officials drafting regulatory or administrative policy

Course outline

- 01 Ignored, misapplied or worked around
- 02 Whether a policy is needed at all
- 03 A repeatable structure
- 04 Purpose, scope and principles
- 05 Responsibilities and consequences
- 06 Plain language drafting
- 07 Policy, standard and procedure
- 08 Consultation, approval, library and retirement

Upcoming dates

Dates	Venue	Format	Fee per delegate
30 November to 2 December 2026	Accra, Ghana	Classroom	USD 995
30 December 2026 to 1 January 2027	Pretoria, South Africa	Classroom	R14,950
24 to 26 March 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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