# Administrative Law and Public Sector Legal Frameworks Training Course



23 - 27 Nov 2026

Cape town

4600 € (Per Person)

Ref: #GOV5186_275519

## Course Introduction / Overview:

This comprehensive course provides an in-depth exploration of administrative law and the legal frameworks governing public sector operations. In an era of increasing regulatory complexity and public scrutiny, a firm grasp of these principles is essential for effective and lawful public administration. The curriculum is designed to demystify the core tenets of administrative law, from the sources of public power to the mechanisms of accountability and judicial review. We will delve into the critical concepts of procedural fairness and natural justice, drawing on the foundational work of scholars like H.W.R. Wade and C.F. Forsyth, whose seminal text "Administrative Law" remains a cornerstone of the field. Participants will learn to navigate the intricate web of statutes, regulations, and policies that shape administrative decision-making. BIG BEN Training Center has developed this program to bridge the gap between legal theory and practical application, equipping public officials with the skills to exercise their authority responsibly, mitigate legal risks, and uphold the rule of law. This course is an indispensable tool for anyone committed to excellence in public service and ensuring that government actions are fair, transparent, and legally sound.

## Target Audience / This training course is suitable for:

- Public Sector Managers and Directors.
- Government Legal Advisors and Counsel.
- Civil Servants and Public Officials.
- Policy Analysts and Developers.
- Regulatory and Compliance Officers.
- Members of Administrative Tribunals and Boards.
- Law Enforcement and Inspectorate Officials.
- Public Procurement and Contracting Specialists.
- Human Resources Managers in Government Agencies.
- Anyone aspiring to a career in public administration.

## Target Sectors and Industries:

- Federal and Local Government Agencies.
- Public Administration and Governance.
- Regulatory Bodies and Commissions.
- State-Owned Enterprises.
- Public Healthcare and Social Services.
- Education and Public Universities.
- Environmental Protection and Regulation.
- Public Utilities and Infrastructure.
- Law Enforcement and Justice.
- Non-Profit Organizations working with government.

## Target Organizations Departments:

- Legal Affairs and General Counsel.
- Policy and Strategy Development.
- Regulatory Compliance and Enforcement.
- Internal Audit and Risk Management.
- Human Resources and Civil Service Management.
- Procurement and Contract Administration.
- Public Relations and Communications.
- Operations and Service Delivery.
- Licensing and Permitting.
- Corporate Governance and Secretariat.

## Course Offerings:

By the end of this course, the participants will have able to:

- Identify the primary sources and principles of administrative law.
- Analyze the legal limits on administrative power and discretion.
- Apply the principles of procedural fairness and natural justice in decision-making.
- Interpret statutes and delegated legislation accurately.
- Evaluate the grounds for judicial review of administrative actions.
- Manage legal risks associated with public sector operations.
- Conduct effective and legally sound administrative investigations.
- Draft clear and enforceable administrative rules and decisions.
- Understand the legal framework for government liability and remedies.
- Promote a culture of ethical conduct and legal accountability within their organization.

## Course Methodology:

The training methodology at BIG BEN Training Center is designed to be immersive, interactive, and highly practical. We move beyond traditional lecture-based formats to create a dynamic learning environment where participants actively engage with the course material. The program is built upon a foundation of real-world case studies, allowing participants to analyze complex administrative law scenarios and debate potential outcomes. Interactive group discussions and workshops are central to our approach, fostering collaborative problem-solving and the sharing of diverse perspectives. Participants will engage in practical exercises, such as mock decision-making panels and legal reasoning drills, to build tangible skills. Expert facilitators guide each session, providing targeted feedback and ensuring that theoretical concepts are firmly linked to the practical challenges faced by public officials. This hands-on approach ensures that learning is not just absorbed but also applied, empowering participants to return to their roles with the confidence and competence to navigate the legal complexities of public administration effectively.

## Course Agenda (Course Units):

### Unit One: Foundations of Administrative Law and Public Power

- Introduction to Administrative Law and the Rule of Law.
- Sources of Administrative Power: Constitutions, Statutes, and Prerogative Powers.
- The Structure of Government and Separation of Powers.
- Understanding Delegated Legislation and Rule-Making.
- The Role and Function of Administrative Agencies and Tribunals.
- Key Principles: Legality, Rationality, and Proportionality.
- Historical Development and Modern Trends in Administrative Law.

### Unit Two: The Administrative Decision-Making Process

- The Duty to Act Fairly: Principles of Natural Justice.
- Procedural Fairness: The Right to a Hearing and Notice.
- The Rule Against Bias (Nemo Judex in Causa Sua).
- Discretionary Powers: Scope, Limits, and Proper Exercise.
- The Importance of Record-Keeping and Giving Reasons for Decisions.
- Legitimate Expectations in Administrative Decision-Making.
- Navigating Evidentiary Rules in Administrative Proceedings.

### Unit Three: Accountability, Oversight, and Judicial Review

- Mechanisms of Administrative Accountability: Internal and External.
- The Role of Ombudsmen and Auditors General.
- Introduction to Judicial Review: Purpose and Scope.
- Grounds for Review: Illegality, Irrationality, and Procedural Impropriety.
- Standing to Sue: Who Can Challenge an Administrative Decision?
- Remedies in Administrative Law (Certiorari, Mandamus, Prohibition).
- Understanding Privative Clauses and Limits on Judicial Review.

## Unit Four: Specialized Regulatory and Legal Frameworks

- Statutory Interpretation for Public Officials.
- Legal Frameworks for Public Procurement and Tendering.
- Freedom of Information and Data Protection Laws.
- The Law of Government Liability and Torts.
- Conducting Administrative Investigations and Inspections.
- Ethical Considerations and Codes of Conduct for Public Officials.
- Human Rights Law and its Impact on Administrative Action.

## Unit Five: Modern Challenges and Practical Application Workshop

- Administrative Law in the Digital Age: AI and Automated Decision-Making.
- Managing Conflicts of Interest and Public Sector Ethics.
- Practical Workshop: Analyzing Complex Case Scenarios.
- Drafting Legally Defensible Decisions and Reasons.
- Strategies for Mitigating Legal Risk in Public Administration.
- Preparing for and Responding to Legal Challenges.
- Course Review and Developing a Personal Action Plan for Implementation.

# FAQ:

### Qualifications required for registering to this course?

There are no requirements.

### How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

## Something to think about:

How can the principles of administrative law, designed for human decision-makers, effectively govern and provide accountability for decisions made by artificial intelligence systems in the public sector?

## What unique qualities does this course offer compared to other courses?

This course distinguishes itself by moving beyond a purely theoretical recitation of legal doctrines to focus intensely on their practical application in the daily work of public officials. While other programs may concentrate on legal theory, our curriculum is built around a robust framework of real-world case studies, interactive simulations, and problem-solving workshops. We emphasize the "how" and "why" behind administrative law, enabling participants to develop the critical legal reasoning skills needed to make defensible decisions under pressure. The content is meticulously curated to address the most current challenges facing the public sector, including the legal implications of digital governance and automated decision-making. Furthermore, the course fosters a unique peer-learning environment where participants from diverse government departments can share experiences and strategies, creating a rich and collaborative atmosphere. It is not just about learning the law; it is about mastering the art of applying it with integrity, fairness, and confidence in complex public service contexts.