



GOVERNMENT AND PUBLIC SECTOR | GPS-023

Legislative Drafting and Policy Writing

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

Course content

Why Attend

Laws, regulations and policies must be clear, precise and workable. Poor drafting leads to ambiguity, disputes and implementation problems.

This Aractech course covers the legislative process, drafting principles, structure of legislation, plain language drafting, definitions, avoiding ambiguity, secondary legislation, policy documents and explanatory notes. Participants draft and review legislative and policy texts.

Course Methodology

- Drafting workshops
- Text review exercises
- Case examples
- Peer feedback
- Group discussions

Course Objectives

- Understand the legislative and policy-making process
- Apply principles of clear drafting
- Structure legislation and policies logically
- Write definitions and provisions precisely
- Draft secondary legislation and explanatory notes
- Review drafts for clarity and consistency

Target Audience

- Legislative drafters
- Legal officers in government

Course content

- Policy officials
- Parliamentary staff

Course outline

Detailed course outline

Day-by-day outline for Legislative Drafting and Policy Writing.

Day 1 - Legislative Process

- 09:00-09:39 | From policy to law
- 09:39-10:18 | Roles
- 10:18-10:57 | Drafting instructions
- 10:57-11:00 | Legislative types
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Legislative types (continued)
- 12:05-12:43 | Quality criteria
- 12:43-14:00 | Exercise: Drafting instructions review

Day 2 - Drafting Principles

- 09:00-09:39 | Clarity and precision
- 09:39-10:18 | Plain language
- 10:18-10:57 | Consistency
- 10:57-11:00 | Gender-neutral drafting
- 11:00-11:30 | Coffee break
- 11:30-12:05 | Gender-neutral drafting (continued)
- 12:05-12:43 | Common errors
- 12:43-14:00 | Workshop: Redrafting provisions

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Day 3 - Structure and Definitions

- 09:00-09:45 | Structure of legislation
- 09:45-10:30 | Definitions
- 10:30-11:00 | Cross-references
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Cross-references (continued)
- 11:45-12:30 | Commencement and transitional provisions
- 12:30-14:00 | Exercise: Drafting definitions

Day 4 - Secondary Legislation and Policies

- 09:00-09:34 | Regulations and orders
- 09:34-10:08 | Policy documents
- 10:08-10:42 | Explanatory notes
- 10:42-11:00 | Impact statements
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Impact statements (continued)
- 11:46-12:53 | Case study: Ambiguous legislation
- 12:53-14:00 | Exercise: Policy drafting

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Day 5 - Review and Quality

- 09:00-09:54 | Review techniques
- 09:54-10:48 | Consultation drafts
- 10:48-11:00 | Legal scrutiny
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Legal scrutiny (continued)
- 12:12-13:06 | Version control
- 13:06-14:00 | Capstone: Drafting project

Seminar dates

Available seminar dates

Live dates and pricing for Legislative Drafting and Policy Writing generated from the course details page.

Date	Location	Format	Fee
2 - 6 November 2026	London	Classroom	€2,315
21 - 25 December 2026	Amsterdam	Classroom	€2,830
18 - 22 January 2027	Rome	Classroom	€3,460
15 - 19 February 2027	Istanbul	Classroom	€1,978
15 - 19 March 2027	Vienna	Classroom	€3,225
19 - 23 April 2027	Barcelona	Classroom	€2,815
17 - 21 May 2027	Rome	Classroom	€3,460
21 - 25 June 2027	Munich	Classroom	€3,225
19 - 23 July 2027	Geneva	Classroom	€4,315
16 - 20 August 2027	Amsterdam	Classroom	€2,830

Seminar dates

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Date	Location	Format	Fee
20 - 24 September 2027	Rome	Classroom	€3,460
18 - 22 October 2027	Istanbul	Classroom	€1,978
15 - 19 November 2027	Cape Town	Classroom	€1,625
20 - 24 December 2027	Barcelona	Classroom	€2,815
2 - 6 November 2026	Online / Live	Online / Live	€1,815
21 - 25 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

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17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
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