



SKOOL VIR PUBLIEKE
LEIERSKAP
SCHOOL OF PUBLIC
LEADERSHIP



Municipal Minimum Competency Level Training

This programme is intended for municipal Accounting Officers, Chief Financial Officers, Senior Managers, Other Financial Officials; Heads of Supply Chain Management and Supply Chain Management Officials in adherence to the prescriptions of Sections 83, 107 and 119 of the Local Government: Municipal Finance Management Act 56 of 2003 and Municipal Regulations on Minimum Competency Levels (RSA, Government Gazette 29967, 2007)

2012 - 14



Introduction

Accreditation:

This programme is intended for municipal Accounting Officers, Chief Financial Officers, Senior Managers, Other Financial Officials; Heads of Supply Chain Management and Supply Chain Management Officials in adherence to the prescriptions of Sections 83, 107 and 119 of the Local Government: Municipal Finance Management Act 56 of 2003 and Municipal Regulations on Minimum Competency Levels (RSA, Government Gazette 29967, 2007)

Background:

Table 1 indicates the specific SAQA Unit Standards per post mentioned in the Gazette. It provides for two components relating to education and training:

Firstly, it requires minimum Higher Education qualifications: Accounting officers; chief financial officers, senior managers appointed in terms of Section 56 of the Local Government Municipal Systems Act, 2000; middle management financial officials; heads of supply chain units and other supply chain managers not in possession of a formal qualification as stipulated in the Gazette, are given, except for the posts mentioned below - as alternative to the prescribed higher education qualification for the particular post – the opportunity to complete the 166-credit SAQA Level Six Certificate in Municipal Financial Management (CMFM -SAQA ID 48965)¹ consisting of the fundamental, core and elective unit standards indicated in the fourth row of Table 1.

The exceptions are:

- Chief Financial Officers of municipalities with a budget over R500m, who require a NQF-Level Seven finance-related qualification or must be a Chartered Accountant
- Senior Managers of municipalities with a budget over R500m who require a Level Seven qualification in a relevant field
- Middle Management Financial Officials and Supply-chain Managers of all size municipalities as well as Heads of Supply-chain Management of municipalities with budgets below R500m, who are required to have a NQF Level 5 qualification or the National Diploma: Public Finance Management & Administration (SAQA ID 49554). However, the fact that Heads of Supply-chain Management of municipalities with a budget over R500m is also allowed the 166-credit SAQA Level Six CMFM (SAQA ID 48965) as alternative to a NQF Level Six Higher Education Qualification, is interpreted as that the CMFM may also be accepted as qualification for Middle Management Financial Officials and Supply-chain Managers of all size municipalities as well as Heads of Supply-chain Management of municipalities with budgets below R500m.

Secondly, it requires specific minimum competency levels: Accounting officers; chief financial officers, senior managers appointed in terms of Section 56 of the Local Government Municipal Systems Act, 2000;

¹ The SAQA website (accessed on 21 December 2011) indicates that Level Six is the “old NQF Level” and that “New Level Assignment” is pending. The introduction of the Higher Education Qualification Framework in 2007, the same year as the Municipal Regulations on Minimum Competency Levels, should therefore mean that the minimum levels of Higher Education Qualifications provided in the Regulations should be revised.

middle management financial officials; heads of supply chain units and other supply chain managers must be competent in the outcomes of all the Unit Standards listed and marked in rows 1 and 6 to 11 of Table 1.

Table 1: Competency Requirements set in RSA 2007

26 US - ID's:	116339	116340	116341	116342	116343	116344	116345	116346	116347	116348	116351	116353	116357	116358	116360	116361	116362	116363	116364	119331	119334	119341	119343	119348	119350	119352	
NQF Le	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	5	5	5	5	5	5	5	5
Credits	10	11	12	15	10	10	15	10	15	8	12	12	8	15	8	8	11	12	8	12	12	15	15	12	15	12	
CMFM 48965	C	C	E	C	F	C	C	C	C	F	E	C	E	C	E	E	C	C	C	Not applicable for CMFM							
Key	Certificate SAQA ID - 48965 - 166 credits; F = Fundamental; C = Core; E = Elective (1)																										
AccOff	X		X	X	X		X			X	X		X			X	X	X	X	X	X	X	X		X	X	X
CFO	X		X	X	X		X			X	X	X		X			X	X	X	X	X	X	X	X	X	X	X
SnrM	X		X		X						X	X		X			X		X	X	X	X	X	X	X	X	
MidFin	X		X		X		X				X	X						X	X	X	X	X	X	X	X	X	X
SCMH	X		X	X	X		X			X	X					X	X		X	X	X	X	X		X	X	
SCMM	X				X		X				X								X	X	X	X	X			X	

In furthering the development of competent managers in all municipalities, National Treasury had training programmes (see Table 2) and study materials developed for all the unit standards listed in Table 1 and initiated country-wide training through Local Government Seta (LGSeta) accredited service providers, quality control and certification. As one of these accredited service providers, the School of Public Leadership of Stellenbosch University has been active in providing training in the Western Cape since August 2010.

Table 2: Training Programme Design

Group	Modules	Unit Standards (credits)
1. Strategic Management; Budgeting Implementation and Performance Management	3. Strategic Planning and Multi Year Income and Expenditure Management	116342 (15) 116358 (15)
	6. Budgeting Principles and Cycles	116345 (15) 116364 (8)
	7. Financial Reports and Performance Management	116363 (12) 116341 (12)
2. Municipal Accounting and Risk Management	8. Cash, Investment, Asset and Liability Management	116362 (11) 116346 (10)
	4. Risk Management; Internal Control Framework Design and Audit Planning and Implementation	116339 (10) 116357 (8) 116351 (12) 119348 (12) 119350 (15)
3. Governance and Legislation	1. Stakeholder Consultation and Ethics in Municipal Finance	116348 (8) 116343(10)
	2. Intergovernmental Fiscal Relations, Legislation and Policies affecting Municipal Financial Management	119334 (12) 116361 (8) 116344 (10)
4. and 5. Costing and Capital Planning; Municipal IT Support and Project Management	9. Capital Planning and Financing and Costing Principles	119331 (12) 119343 (15) 116340 (11) 116347 (15)
	5. Managing Information Technology Resources in Municipal Finance	116360 (8) 119352 (12) 119341 (15) 119351 (10 – not stipulated)
6. Supply Chain Management and Public Private Partnerships	10. Municipal Supply Chain Management	116353 (12)
	11. Public Private Partnerships	119353 (12 -not stipulated)

Course objective and outcomes:

The objective of this initiative is to enable participants to apply strategic level financial management competencies that will ensure effective, efficient and economical utilisation of public funds and resources at local government level as intended by the above mentioned directives. The Programme consists of the unit standards as listed and each unit standard has specific outcomes, but the broad outcomes to be achieved are the ability to:

- Do strategic management, budgeting implementation and performance management in a municipal setting;
- Ensure adherence to municipal accounting and risk management requirements;
- Adhere to governance and legislation requirements in a municipal setting;
- Do costing and capital planning;

- Ensure appropriate municipal IT support and project management; and
- Do supply-chain management and engage in public private partnerships that are beneficial for communities.

Assessment, class attendance and credits:

Assessment must adhere to the requirements of Stellenbosch University and the LGSETA and the verifier is the LGSETA. Competencies will be assessed as set out in the material for each module. Dates for submission of portfolios of evidence will be strictly adhered to. The full SPL Assessment Policy is provided elsewhere, but the following items serve as general provision with regards to assessment per Unit Standard:

- Each Unit Standard will have at least two individual assessments that will contribute to the finding on whether a candidate is *competent* or *not yet competent*. One assessment will be scheduled to take place during the contact session and the other to be submitted one calendar month after the contact session;
- The facilitator/assessor of the particular Unit Standard will prepare an assessment plan and explain it at the beginning of a Unit Standard contact session;
- It is possible for a participant to only complete the Unit Standard registration form and do the assessments as scheduled, while not attending the rest of the contact time

BUT

- A participant found *not yet competent* from the first assessments will only be given a second opportunity for assessment if he/she has attended at least eighty per cent of the contact time
- A participant that has – for proven work-related or serious health reason – not been present during the contact session assessment(s), will be given the opportunity to do so at the same opportunity scheduled for participants referred to above only if he/she has attended at least fifty per cent of the contact time
- The second assessment opportunity for the rewrite of the contact time assessment will be scheduled as a consultative process between facilitators of the Group (i.e. Group 1, 2, 3, 4/5 or 6 and Skills Development Facilitators involved, or individuals where enrolment is private.
- A participant that has completed the contact time assessment, but has for a proven work-related or serious health reason been prevented from submitting the take-home assessments by the set date, will be granted a maximum of two weeks extension of time to submit, where after no further extension will be given
- The second assessment opportunity for resubmission of the take-home assignment must be resubmitted within one calendar month of the release of results.
- All communication with participants involved will be done through the SDF's, or by way of the communication mechanisms of the www.splshortcourses.co.za online system.

Each Unit Standard is accredited and uploaded onto the National Database after verification by the LGSeta.

Recognition of Prior Learning

Recognition of Prior Learning can only be based on a rigorous process ensuring that the required competence can be ensured beyond doubt. Recognition of prior learning may firstly be done by way of exempting prospective participants with relevant other qualifications on corresponding or higher NQF levels from following the specific unit standards in this programme that have outcomes fully corresponding to outcomes of that other qualifications. Prospective participants seeking exemption must therefore provide detailed, credible evidence of such relevant qualifications and the corresponding outcomes as well as the results achieved relating to these outcomes. The submission of copies of formal qualifications without detail description of the outcomes for which exemption is applied for will not be considered.

Secondly, where prospective participants not in possession of particular formal qualifications wish to apply for recognition of prior learning based on experience, this will only be done as in-course process. Participants may, in conjunction with their supervisors and HR practitioners of their municipalities, identify particular unit standards for which they are considered competent. The participant may therefore be exempted from attending that particular unit standard's contact sessions, but in adherence to the RPL prescriptions, competence must be assessed. It will therefore be expected of the participant to complete the particular individual assessments of the unit standard as scheduled for that Unit Standard, and if found competent, the completed assessments and assessor report will be filed in the portfolio of the participant. If not found competent, the participant must complete that unit standard in another course at own cost.

Articulation

Successful completion of the full programme provides access to the Post Graduate Diploma in Public Finance Management and the Honours Programme in Public and Development Management provided that the participant also have any degree, three year tertiary diploma or other prior learning evidence adhering to the requirements as prescribed by the University of Stellenbosch Recognition of Prior Learning Policy and admission requirements. The Postgraduate Diploma and Honours Degree, in turn, articulate vertically with the Master in Public Administration (MPA) with its various specialisation options.

Venue, equipment and materials

Two possibilities are provided for: Firstly, course presented to corporate clients where provision of a suitable venue, refreshments, lunches and training equipment such as a data-projector and flipchart is the responsibility of the client. Secondly, course advertised and presented as open programmes, either at the Bellville Park Campus of Stellenbosch University or other venue as advertised, where venue and training equipment such as a data-projector and flipchart is included in the package, while refreshments and lunches will be specified per course. Please note that advertised courses are subject to a minimum enrolment threshold requirement. National Treasury learning materials are provided per participant. Only one copy is issued per participant. Slides used during the training will be posted as internal document on the online course site and will only be accessible for registered participants.

Course outline and schedule

Table 3 provides a typical layout of the programme structure. In order to provide time between contact weeks to complete assessments, one contact week per month is recommended. However, in the case of corporate clients, detail scheduling to suit the requirements of the client will be done during the planning for implementation phase of each programme.

Table 3: Course outline and schedule

Group	Modules	Unit Standards (credits)	Contact Schedule
1. Strategic Management; Budgeting Implementation and Performance Management	3. Strategic Planning and Multi Year Income and Expenditure Management	116342 (15) 116358 (15)	Week 1 & Week 2 (8 days)
	6. Budgeting Principles and Cycles	116345 (15) 116364 (8)	Week 3 (6 days)
	7. Financial Reports and Performance Management	116363 (12) 116341 (12)	Week 4 (6 days)
2. Municipal Accounting and Risk Management	8. Cash, Investment, Asset and Liability Management	116362 (11) 116346 (10)	Week 5 (5 days)
	4. Risk Management; Internal Control Framework Design and Audit Planning and Implementation	116339 (10) 116357 (8) 116351 (12) 119348 (12) 119350 (15)	Week 6; 7; 8 (13 days) (Unit standard 116357 not stipulated)
3. Governance and Legislation	1. Stakeholder Consultation and Ethics in Municipal Finance	116348 (8) 116343(10)	Week 9 (5 days)
	2. Intergovernmental Fiscal Relations, Legislation and Policies affecting Municipal Financial Management	119334 (12) 116361 (8) 116344 (10)	Week 10; 11 (8 days)
4. and 5. Costing and Capital Planning; Municipal IT Support and Project Management	9. Capital Planning and Financing and Costing Principles	119331 (12) 119343 (15) 116340 (11) 116347 (15)	Week 12; 13; 14 (14 days)
	5. Managing Information Technology Resources in Municipal Finance	116360 (8) 119352 (12) 119341 (15) 119351 (10 – not stipulated)	Week 15; 16 (8 days) (Unit standards 116360 and 119351 not stipulated)
6. Supply Chain Management and Public Private Partnerships	10. Municipal Supply Chain Management	116353 (12)	Week 17 (4 days)
	11. Public Private Partnerships	119353 (12 -not stipulated)	Unit standard 119353 not stipulated)

Cost structure

As provided for per programme.

Enquiries

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