

MMC Project 43: Municipal Minimum Competence Programme 9 for Eden & Central Karoo Municipalities

Welcome to the Municipal Minimum Competence Programme. Herewith some administrative and academic information:

1. Venue

The programme is presented in George. Venue: As determined and communicated by Skills Development Facilitators

2. Enquiries

The following SPL staff members will provide logistical support during the programme:

1. Melissa Snyders, MMC coordinator, Melissa.Snyders@spl.sun.ac.za ; Tel nr: 021 918 4403; Fax nr: 021 918 4123.
2. Hanlie Coetzee, SPL Executive Programmes in Public and Development Management Customer Relationship Management, hcoetzee@sun.ac.za ; Tel nr: 021 918 4130 / 4122; Fax nr: 021 918 4123.
3. Prof. Johan Burger, SPL Director and Head, SPL Executive Programmes in Public and Development Management and MMC Programme Manager, apjb@sun.ac.za ; Tel nr: 021 918 4125 /4122; Fax nr: 021 918 4123.

3. Registration

We are making use of an online registration and assignment submission system. Please follow the following steps to register:

1. www.splshortcourses.co.za
2. Complete “*create account*” registration form, make sure that you select and complete every line, also where you have to select “not applicable” and where your date of birth is entered, that you do it in exactly the format as requested. Finish with the tick of the box at the bottom and then click on “register”. This form is completed only once. For all MMC Unit Standard and other short courses, only the next steps are taken.
3. Then log in (don’t forget the log in name and password you gave yourself during step 2!);
4. Click on *Available Courses*;
5. Then click on *Municipal Minimum Competence*;
6. Then click on *P43 Eden & Central Karoo GP 9 George*;
7. Then click on *P43.1 US 116348*;

8. Then on *Register*;
9. Then *tick the box to confirm that you are aware of the assessment requirements* (assessment plan can be opened when you click on the link);
10. Then on *Save*.

Repeat for each of P43.2 to P43.24 as they are progressively created. If in doubt about the use of the online system, please click on "*Guidelines*".

4. Schedule

MMC Scheduling Plan for Eden & Central Karoo - Extended						
Group	Module	Unit Standard (credits)	General notes	Bitou P38	Oudtshoorn P39	George P43
1	3	116358(15)	All contact weeks start on Monday at 09:30 and finish on either day 4 or 5 at 16:00	20-23 January 2014	24 - 27 February 2014	18 - 22 August 2014
	3	116342 (15)		17-20 February 2014	17 - 20 March 2014	15 - 19 September 2014
	6	116345 (15) + 116364 (8)		24-28 March 2014	12 - 16 May 2014	13 - 17 October 2014
	7	116363 (12) + 116341 (12)		22-25 April 2014	23 - 27 June 2014	10 - 14 November 2014
2	8	116362 (11) + 116346 (10)	Monday at 09:30 and finish on either day 4 or 5 at 16:00	19-23 May 2014	14 - 18 July 2014	19 - 23 January 2015
	4	116339 (10) + 116351 (12)		09 - 13 June 2014	11 - 15 August 2014	16 - 20 February 2015
	4	119348 (12) + 119350 (15)		07 - 11 July 2014	08 - 12 September 2014	16 - 20 March 2015
3	1	116348 (8) + 116343 (10)	Monday at 09:30 and finish on either day 4 or 5 at 16:00	04 - 08 August 2014	06 - 10 October 2014	10 - 14 February 2014
	2	119334 (12) + 116361 (8)		21-24 May 2013?	10-14 June 2013	10 - 14 March 2014
	2	116344 (10)		1-5 July 2013	15-19 July 2013	14 - 15 April 2014
6	10	116353 (12)	Monday at 09:30 and finish on either day 4 or 5 at 16:00			15 - 17 April 2014
	4 & 5	119331 (12) + 119343 (15)		20-23 August 2013	27-30 August 2013	05 - 09 May 2014
		116340 (11) + 116347 (15)		23 + 25-27 Sept 2013	30 Sept - 4 Oct 2013	02 - 06 June 2014
	5	119341 (15)		21-23 Oct 2013	28-30 Oct 2013	28 - 30 July 2014
	5	119352 (12)		23-25 Oct 2013	30-31 Oct & 1 Nov 13	30 Jul - 01 Aug 2014

5. Class attendance and recognition of prior knowledge

Attendance is compulsory and the presence of a participant is required to qualify for assessment as set out in the assessment policy below. However, should a participant have proven prior knowledge on a particular unit standard, he or she may be exempted from class attendance, but must still submit the take-home assignment online by the due date and register for writing the contact session assessment at the first or second opportunity. Should a participant following this route be found not yet competent, no second opportunities are provided and he or she must register and redo the Unit Standard at own cost.

5. Assessment policy

In the interest of ensuring quality and credibility, all Unit Standard assessments will be dealt with as follows:

1. 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. Each Unit has an assessment

plan which is posted on the www.splshortcourse.co.za website when the specific course is created before the contact session. The assessment plan and specific assessments take into consideration the Unit Standard outcomes and are clearly prescribing the types of assessments, the conditions under which they will be set, when they will be taken and/or submitted, how the assessment plan varies from that provided for in the learner guides and what is considered to be the threshold for being competent.

2. The assessment plan will be explained to participants during the first introductory session of the contact time.

3. The first of the minimum of two individual assessments will be written during the contact time of the unit standard and will be fully controlled by the facilitator/assessor who shall act as invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it is accepted that it will be open book and designed to test ability to do the techniques (e.g. exercises with calculations) and / or insight (e.g. case studies). The facilitator will determine whether in-class assessments may be typed on personal computers and submitted electronically while the facilitator and participant is still in class. Submission afterwards is not permitted.

4. The second of the minimum of two individual assessments will be in the format of an applied take-home written assignment bringing theory and practice together. This will be scheduled for submission one calendar month after the last contact day of the Unit Standard. Submission of this assessment must be done by means of a document upload onto www.splshortcourses.co.za . This upload includes checking a box accepting the submission terms, specifically confirming authenticity of the assignment paper. As alternative to online submission, an electronic copy on cd or dvd may be mailed by registered mail or couriered to the MMC Coordinator, School of Public Leadership, Van der Horst Building, Bellville Park Campus, Carl Cronje Drive, Bellville, 7530. A copy of the assignment as well as proof of dispatch / waybill must be kept as evidence of timely dispatch for in case assignments are lost. The date stamped on the proof of dispatch / waybill must be before or on the assignment submission date. A cd or dvd may also be submitted to the MMC Coordinator during office hours, in which case a register must be signed by both the submitter and the MMC Coordinator. Under no circumstances must assignments be handed to facilitators, nor sent by email to facilitators or any other SPL email address. Where the alternatives to online submission are used, the following statement must be included on the cover page of the paper and signed:

“I declare that the entirety of the work contained herein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that the receipt and processing thereof by Stellenbosch University will not infringe any third party rights and that I have not previously submitted it for other purposes. I also accept the assessment terms as specified in the course instructions.”

5. A participant must pass all assessments with at least 50% for each to be found competent. If it is decided to include group assessments done during the contact time as part of the assessment plan, it may not contribute more than 20% of the 50% of the contact time assessments and in that case the average mark of the different contact session assessments must be at least 50%. If the group assessment is in the form of a presentation, only group members present during the presentation will earn the group mark.

6. All assessments for a Unit Standard will be completed by assessors six weeks after the final assessment submission date and be submitted together with the assessment plan, a memorandum setting out the model answers and comments on individual assessments. These documents must be submitted with the assigned SPL MMC Assessment Coordinator, who shall then in turn submit the assessments for moderation and eventually verification.

7. A participant qualifies to do the assessments as scheduled if he/she has completed the online a Unit Standard registration and signed the attendance register at least once during the contact time. Attendance of at least the time during which the contact time assessment took place is therefore required for registration.

8. A participant found not yet competent will be given a second opportunity for assessment only if he/she has attended at least eighty per cent of the contact time. The attendance register circulated twice per day will be used as evidence for allowing the second opportunity. Should the rewrite – in the case of the contact time assessment and/or resubmission – in the case of the take-home assignment - still result in a not yet competent result, the participant must re-register and redo the Unit Standard.

9. A participant that has – for a proven work-related or serious health reason – not been present during the contact time assessment, but has attended at least fifty per cent of the contact time, will be allowed to do the assessment at the same opportunity scheduled for participants referred to in item 8 above. The attendance register circulated twice per day will be used as evidence for allowing such an opportunity, but should the participant be found not yet competent, no further opportunities will be granted and he/she must re-register and redo the Unit Standard.

10. The second assessment opportunity for the rewrite of the contact time assessment will be scheduled as a consultative process, but participants must be aware that there is little room for decentralised second contact time assessments. Participants must be prepared to travel to SPL at the Bellville Park Campus if for practical reasons it is not possible to create an opportunity to rewrite at the initial venue. This communication process will be initiated by the assigned SPL MMC Assessment Coordinator and all communication with participants involved will be done via the online platform. The second assessment opportunity for resubmission of the take-home assignment must be resubmitted within one calendar month of the release of results to the SDFs. No further opportunities will be granted and a participant not making use of this opportunity or found not yet competent after this opportunity must re-register and redo the Unit Standard.

11. It is not possible for a participant that has attended less than fifty per cent of the contact time and has not completed the contact time assessment to be found competent and such a participant must re-register and redo the Unit Standard.

12. 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.

13. A participant that has been found not yet competent in the take-home assessment will be given one opportunity and guidance to improve the assignment at a given date and re-submit if the

assignment paper initially submitted shows an acceptable attempt to answer the assignment question(s) and only if he/she has attended at least fifty per cent of the contact time as indicated in the attendance register circulated twice per day. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must re-register and redo the Unit Standard. If the initial paper submitted only contains a title page, or just section headings without content, or wrong papers, or any other attempt to “play for time”, it will not be returned for improvement.

14. Take-home assessments are individual tasks and not group tasks. It must therefore reflect the own unique work produced and edited by the participant and applied to his/her work environment where so required to achieve a pass mark. Identical narrative or other content between submissions of learners will be considered plagiarism. As part of the moderation process, written take-home assessments may be tested for plagiarism through “Turnitin” and if found that work has been copied directly from a source, including the work of other MMC participants, the participant will be found not yet competent he/she must re-register and redo the Unit Standard. The seriousness of the case will determine whether disciplinary action as per Stellenbosch University policy will also be taken against the participant.

15. A participant has the right to appeal against a finding of “not yet competent” if the required assessments have been completed and submitted on time and if the participant does not agree with the reasons provided for the finding. The appeal must be lodged with the SPL MMC Programme Head within 30 days after the release of results. The assessment papers, model answers provided by the assessor, learning material and any other evidence of relevance to the appeal will then be submitted to an independent accredited moderator for consideration. Should the findings of the moderator not be acceptable to the participant, all documentation as well as the findings of the moderator will be referred to the LGSeta Verifier. Should the findings of the moderator be upheld, an amount of R500 is payable by the participant to the Seta. Should the findings of the moderator be overturned in favour of the participant, the moderator will pay the Seta.