

MMC Project 52: Drakenstein Municipality

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

1. Venue

The programme is presented in Drakenstein, venue to be confirmed by SDF.

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 *P52 Drakenstein Municipality*;
7. Then click on *P52.1 US 116339*;
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 P52.2 to P52.15 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 Drakenstein Municipality Project 52				
Group	Module	Unit standard (credits)	Dates	Facilitator
2	4	116339(10)	3-5 June 2015	Deon vd Westhuizen
2	4	116351(12)	24-26 June 2015	Deon vd Westhuizen
2	4	119348(12)	13-15 July 2015	Deon vd Westhuizen
2	4	119350(15)	3-6 Aug 2015	Deon vd Westhuizen
1	7	116341(12)	2-4 Sept 2015	Len Mortimer
1	6	116345(15)	6-9 Oct 2015	Len Mortimer
1	6	116364(8)	26-27 Oct 2015	Len Mortimer
1	7	116363(12)	18-20 Nov 2015	Deon vd Westhuizen
3	1	116343(10)	2-4 Dec 2015	Karel vd Molen
3	2	119334(12)	13-15 Jan 2016	Karel vd Molen
4&5	9	119331(12)	10-12 Feb 2016	Johan Burger
4&5	5	119341(15)	15-18 March 2016	Naomi Burger
4&5	9	119343(15)	12-15 April 2016	Naomi Burger
4&5	5	119352(12)	17-20 May 2016	Naomi Burger
6	10	116353(12)	1-3 June 2016	Len Mortimer

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.

6. Assessment policy

SPL MUNICIPAL MINIMUM COMPETENCY TRAINING PROGRAMMES: ASSESSMENT POLICY

In the interest of ensuring quality and credibility, all Unit Standard assessments must comply with the Stellenbosch University Assessment Policy; LGSeta prescriptions and 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. One of the minimum of two individual assessments will be written during the scheduled examination time of the unit standard and will be fully controlled by an invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it all are 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 invigilated assessments may be typed on personal computers and submitted electronically, but the default is written assessments due to the ability to use the computer as means to communicate during the examination and the potential of setting up and sharing answer templates with prepared calculations beforehand. Submission afterwards is not permitted.
4. One 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. 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.
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 that 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 verification.
7. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard registration and signed the attendance register during the contact time.
8. A participant found not yet competent will be given a second opportunity for assessment only if he/she has attended the limited contact time. The attendance register circulated will be used as evidence for allowing the second opportunity. Should the rewrite – in the case of the invigilated 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 invigilated assessment, but has attended the contact session, will be allowed to do the

assessment at the same opportunity scheduled for participants referred to in item 8 above. The attendance register circulated during the contact session 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 decentralized 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 on the online platform. 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 not attended the contact session and has not completed the invigilated assessment to be found competent and such a participant must re-register and redo the Unit Standard.

12. A participant that has attended the contact session, 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 the contact time as indicated in the attendance register. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must reregister 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, but marked “opportunity expired”.

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 determined by the LGSeta 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.