

MMC Project 65: Limited Direct Contact, Flexible Mode Open Course, 2017

Bellville Park Campus, Cape Town-based contact sessions

First draft: July 2016

Welcome to The School of Public Leadership's 65th programme offering of Municipal Minimum Competency (MMC) training.

Municipal Minimum Competency training 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). Please study this document carefully for a comprehensive overview of the background to the programme, venue information, who to contact if you have questions, how to register online, schedule and Unit Standard enrolment price list for the programme, how recognition of prior learning may be applied and how assessments for the programme are done.

1. 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) 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; 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
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
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	X
MidFin	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	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 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.

The School of Public Leadership of Stellenbosch University is an accredited service provider. Herewith some administrative and academic information about this Flexible Mode Open Programme. The programme runs parallel to the first year of a new Higher Education Qualification Programme, the 2-year National Qualification exit level 6 Diploma in Public Accountability.

2. Flexible structure and venues

In order to provide for flexibility, the programme is structured in a manner that allows participants to determine their own pace towards completion. For this reason, the programme is structured in the following stages:

The first stage, consisting of an intense 4-hour direct contact session per Unit Standard of this programme is presented at the Bellville Park Campus of Stellenbosch University, Cape Town. This stage is presented over 12 days from 6 to 18 February 2017. See schedule below.

The second stage entails self-study of video recordings and other materials provided and completion of narrative assignments at home and submission at any time between 27 February and 31 October 2017. The final cut-off date for all assignments is 31 October 2017, but assignments will be assessed within three weeks of submission.

The third stage entails opportunity for individual interaction with facilitators as each participant may deem necessary during the period 27 February to 31 October 2017.

The fourth stage entails writing invigilated examinations as scheduled below. The examinations will consist of case studies and/or exercises per Unit Standard.

3. Enquiries

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

1. Melissa Botha, MMC programme coordinator, to be contacted if you have enquiries about schedules, venues, registrations, submission of assignments, examinations: Melissa Melissa.Botha@spl.sun.ac.za . She can be reached at tel. 021 918 4403; fax 021 918 4123.
2. Tharia Steffen, to be contacted after completion of the programme about issuing of certificates: Tharia.Steffen@spl.sun.ac.za ; tel. 021 918 4121; fax 021 918 4123.
3. Hanlie Coetzee, SPL Executive Programmes in Public and Development Management Customer Relationship Management, hcoetzee@sun.ac.za ; tel. 021 918 4130 / 4122; fax 021 918 4123.
4. Junay Lange, Academic Head: Diploma in Public Accountability; Junay.Lange@spl.sun.ac.za ; tel. 021 808 2148 /2195; fax 021 808 2085.
5. Prof. Johan Burger, SPL Director and Head, SPL Executive Programmes in Public and Development Management and MMC Programme Manager, apjb@sun.ac.za ; tel. 021 918 4125 /4122; fax 021 918 4123.

4. 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

PLEASE NOTE THAT STEP 2 IS COMPLETED ONLY ONCE, ALL SUBSEQUENT COURSES ARE ACCESSED AS INDICATED FROM STEP 3 TO STEP 10. PLEASE DO NOT COMPLETE A SECOND "CREATE ACCOUNT"

BY USING A FALSE OR MANIPULATED ID NUMBER AS THIS CONTRAVENES THE SAQA ACT. PLEASE ENSURE THAT YOUR FULL FIRST NAMES AS ON THE ID DOCUMENT AND CORRECT ID NUMBER (DO NOT LEAVE SPACES BETWEEN DIGITS) ARE REGISTERED AND BRING ALONG A CERTIFIED COPY OF YOUR ID TO THE FIRST CONTACT SESSION:

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, 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 *Project 65 Limited Direct Contact, Flexible Mode Open Course 2017*;
7. Then click on *P65.01 US 116358* or the first Unit Standard you want to enrol for;
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 the Unit Standards you wish to follow. If in doubt about the use of the online system, please click on “*Guidelines*”.

5. Schedule and Unit Standard enrolment price list

Please study Table 1 (above) carefully before deciding which Unit Standards to register for. Once registrations have been accepted, a cancellation fee of 20 percent is payable. After 1 February 2017, 100 percent of fees are payable if registered.

Municipal Minimum Competence Project 65 Limited Direct Contact, Flexible Mode Open Programme 2017

Project Nr	Unit Standard	Contact Venue	Contact Date	Contact Time	1st Exam Date	1st Exan Time	2nd Exam Date	2nd Exam Time	Unit Standard Credits	Price per Credit	Unit Standard Price ¹
P65.01	US116358	Bellville Park Campus	06-Feb	08:30 - 12:30	08-May	09:00 - 11:00	09-Oct	09:00 - 11:00	15	R 176,00	R 2 640,00
P65.02	US116345	Bellville Park Campus	06-Feb	13:00 - 17:00	08-May	12:00 - 14:00	09-Oct	12:00 - 14:00	15	R 176,00	R 2 640,00
P65.03	US116364	Bellville Park Campus	07-Feb	08:30 - 12:30	10-May	09:00 - 11:00	11-Oct	09:00 - 11:00	8	R 176,00	R 1 408,00
P65.04	US116362	Bellville Park Campus	07-Feb	13:00 - 17:00	10-May	12:00 - 14:00	11-Oct	12:00 - 14:00	11	R 176,00	R 1 936,00
P65.05	US116346	Bellville Park Campus	08-Feb	08:30 - 12:30	12-May	09:00 - 11:00	13-Oct	09:00 - 11:00	10	R 176,00	R 1 760,00
P65.06	US116342	Bellville Park Campus	08-Feb	13:00 - 17:00	12-May	12:00 - 14:00	13-Oct	12:00 - 14:00	15	R 176,00	R 2 640,00
P65.07	US116353	Bellville Park Campus	09-Feb	08:30 - 12:30	15-May	09:00 - 11:00	16-Oct	09:00 - 11:00	12	R 176,00	R 2 112,00
P65.08	US116339	Bellville Park Campus	09-Feb	13:00 - 17:00	15-May	12:00 - 14:00	16-Oct	12:00 - 14:00	10	R 176,00	R 1 760,00
P65.09	US116351	Bellville Park Campus	10-Feb	08:30 - 12:30	17-May	09:00 - 11:00	18-Oct	09:00 - 11:00	12	R 176,00	R 2 112,00
P65.10	US116363	Bellville Park Campus	10-Feb	13:00 - 17:00	17-May	12:00 - 14:00	18-Oct	12:00 - 14:00	12	R 176,00	R 2 112,00
P65.11	US119350	Bellville Park Campus	11-Feb	08:30 - 12:30	19-May	09:00 - 11:00	20-Oct	09:00 - 11:00	15	R 176,00	R 2 640,00
P65.12	US119348	Bellville Park Campus	11-Feb	13:00 - 17:00	19-May	12:00 - 14:00	20-Oct	12:00 - 14:00	12	R 176,00	R 2 112,00
P65.13	US119352	Bellville Park Campus	13-Feb	08:30 - 12:30	22-May	09:00 - 11:00	23-Oct	09:00 - 11:00	12	R 176,00	R 2 112,00
P65.14	US116340	Bellville Park Campus	13-Feb	13:00 - 17:00	22-May	12:00 - 14:00	23-Oct	12:00 - 14:00	11	R 176,00	R 1 936,00
P65.15	US119341	Bellville Park Campus	14-Feb	08:30 - 12:30	24-May	09:00 - 11:00	25-Oct	09:00 - 11:00	15	R 176,00	R 2 640,00
P65.16	US116347	Bellville Park Campus	14-Feb	13:00 - 17:00	24-May	12:00 - 14:00	25-Oct	12:00 - 14:00	15	R 176,00	R 2 640,00
P65.17	US119331	Bellville Park Campus	15-Feb	08:30 - 12:30	26-May	09:00 - 11:00	27-Oct	09:00 - 11:00	12	R 176,00	R 2 112,00
P65.18	US119343	Bellville Park Campus	15-Feb	13:00 - 17:00	26-May	12:00 - 14:00	27-Oct	12:00 - 14:00	15	R 176,00	R 2 640,00
P65.19	US116343	Bellville Park Campus	16-Feb	08:30 - 12:30	29-May	09:00 - 11:00	30-Oct	09:00 - 11:00	10	R 176,00	R 1 760,00
P65.20	US116348	Bellville Park Campus	16-Feb	13:00 - 17:00	29-May	12:00 - 14:00	30-Oct	12:00 - 14:00	8	R 176,00	R 1 408,00
P65.21	US119334	Bellville Park Campus	17-Feb	08:30 - 12:30	31-May	09:00 - 11:00	01-Nov	09:00 - 11:00	12	R 176,00	R 2 112,00
P65.22	US116361	Bellville Park Campus	17-Feb	13:00 - 17:00	31-May	12:00 - 14:00	01-Nov	12:00 - 14:00	8	R 176,00	R 1 408,00
P65.23	US116344	Bellville Park Campus	18-Feb	08:30 - 12:30	02-Jun	09:00 - 11:00	03-Nov	09:00 - 11:00	10	R 176,00	R 1 760,00
P65.24	US116341	Bellville Park Campus	18-Feb	13:00 - 17:00	02-Jun	12:00 - 14:00	03-Nov	12:00 - 14:00	12	R 176,00	R 2 112,00
TOTAL FOR FULL PROGRAMME											R 50 512,00

Price includes electronic learner guide, video recordings of lectures, facilitation, assessment, external moderation, accreditation, 3x tea/coffees per day at contact sessions.

6. Class attendance and recognition of prior knowledge

Attendance of the contact session is highly recommended as facilitators provide an overview of work included and hand out learning materials. 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 examination at the first or second opportunity. Second opportunities are scheduled for October 2017. 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.

7. Assessment policy

In the interest of ensuring quality and credibility, all Unit Standard assessments must comply with the Stellenbosch University Assessment Policy (HEQC approved) as well as LGSeta prescriptions and will be dealt with in terms of the policy directives applicable to the MMC Programme as set out in the "SPL Municipal Minimum Competency Training Programmes Assessment Policy" posted as supporting document.