

# **MMC Project 70: City of Cape Town Groups 12;13 & 14: Multi-year direct contact (5 unit standards per year), first year 2019/20**

## **City Parks Training Centre, Alice Street (extension), Goodwood-based contact sessions**

**Second draft: 16 August 2019 (Group 14 schedule added)**

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Welcome to this School of Public Leadership 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) as amended (RSA, Government Gazette 41996, 2018). 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, 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 above mentioned Regulations. It provides for two components relating to education and training:

Firstly, it requires minimum Higher Education qualifications: Please note that 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 is no longer an alternative for any of the posts mentioned. The Stellenbosch University 2-year Diploma in Public Accountability adheres to the NQF-6 qualification requirement and if the 1-year Advanced Diploma in Public Accountability is then followed subsequent to the Diploma, the NQF-7 qualification requirement is fulfilled.

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.

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.

**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	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	
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 specific Programme.

## 2. Structure and venues

In order to accommodate the specific needs of the participating municipalities, the different programme offerings alternate between or combine the traditional longer duration contact sessions and flexible mode. This Project 70 has a traditional longer duration contact approach consisting of teaching and learning activities followed immediately on the last day by an invigilated individual open book assessment and the submission of a narrative assignment one month after the last contact day. The invigilated assessments will consist of case studies and/or exercises. All contact sessions are presented at the City Parks Training Centre, Alice Street (extension), Goodwood.

## 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](mailto:Melissa.Botha@spl.sun.ac.za) . She can be reached at tel. 021 918 4403.
2. Johnny Douglas, Academic Head: SPL Executive Programmes, [johnnyd@sun.ac.za](mailto:johnnyd@sun.ac.za) ; tel. 021 918 4408 / 4122;
3. Werner Burger, Academic Head: Diploma in Public Accountability; [wernerb@sun.ac.za](mailto:wernerb@sun.ac.za) ; tel. 021 918 4383 /4122;
4. Prof Johan Burger, SPL Director and MMC Programme Head, [apjb@sun.ac.za](mailto:apjb@sun.ac.za) ; tel. 021 918 4125 /4122.

## 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](http://www.splshortcourses.co.za)

**PLEASE NOTE THAT STEP 2 IS COMPLETED ONCE ONLY, 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 IS ILLEGAL. PLEASE ENSURE THAT YOUR FULL FIRST NAMES AND SURNAME 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 70*;
7. Then click on *P70.01 US 119331* 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

<b>Municipal Minimum Competence Programme City of Cape Town 2019 - 2020</b>				
<b>Group</b>	<b>Project No.</b>	<b>Unit Standard</b>	<b>Credits</b>	<b>Schedule</b>
Group 12 - Project 70(a)	P70.01	119331	12	16 to 18 July 2019
	P70.02	116345	15	03 to 06 September 2019
	P70.03	119352	12	18 to 20 February 2020
	P70.04	119341	15	19 to 22 May 2020
	P70.05	116364	8	08 to 09 June 2020
Group 13 - Project 70(b)	P70.01	119331	12	30 July to 01 August 2019
	P70.02	116345	15	01 to 04 October 2019
	P70.03	119352	12	25 to 27 February 2020
	P70.04	119341	15	26 to 29 May 2020
	P70.05	116364	8	11 to 12 June 2020
Group 14 - Project 70(c)	P70.01	119331	12	19, 23, 26 August 2019
	P70.02	116345	15	07, 08, 10, 11 October 2019
	P70.03	119352	12	03 – 05 March 2020
	P70.04	119341	15	28 – 30 April 2020
	P70.05	116364	8	22 – 23 June 2020

## 6. Class attendance and recognition of prior knowledge

Attendance of the contact session is highly recommended as facilitators provide an in depth explanation 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 will be scheduled after the last unit standard contact session. Should a participant following this route be found not yet competent, no further 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.