

MMC Project 71: Flexible Mode Open Course, 2019

Bellville Park Campus, Cape Town-based contact sessions

First draft: November 2018

Welcome to The School of Public Leadership's 71st 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 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 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
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	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	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	

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, (only for Option 1), 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 11 to 23 February 2019. See schedule below. This stage is optional, but it is strongly recommended to be followed, as it provides face-to-face contact with facilitators and other participants and gives access to two assessment opportunities for each assessment of each unit standard.

The second stage entails self-study of video recordings and other materials provided online and completion of narrative assignments at home and submission at any time between 25 February and 31 October 2019. Assignments will be assessed within one month from submission.

The third stage entails opportunity for individual interaction with facilitators as each participant may deem necessary during the period 25 February to 31 October 2019.

The fourth stage entails writing open book invigilated examinations during any of the opportunities 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.Botha@spl.sun.ac.za . She can be reached at tel. 021 918 4403.
2. Johnny Douglas, Academic Head: Social Impact Initiatives, johnnyd@sun.ac.za ; tel. 021 918 4122.
3. Werner Burger, Academic Head: Diploma in Public Accountability; wernerb@sun.ac.za ; tel. 021 918 4122.
4. Prof. Johan Burger, MMC Programme Manager, apjb@sun.ac.za ; tel. 021 918 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

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 71 Limited Direct Contact, Flexible Mode Open Course 2019*;
7. Then click on *P71.01 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) before deciding which Unit Standards to register for. Once registrations have been accepted, a cancellation fee of 20 percent is payable. After 1 February 2019, 100 percent of fees are payable if registered.

Municipal Minimum Competence Project 71 Limited Direct Contact, Flexible Mode Open Programme 2019

Project Nr	Unit Standard	Contact Venue	Contact Date	Contact Time	1st Exam Date	1st Exam Time	2nd Exam Date	2nd Exam Time	Unit Standard Credits	Price per Credit	Unit Standard Price Option 1 ¹	Unit Standard Price Option 2 ²
P71.01	US116358	Bellville Park Campus	11-Feb	08:30 - 12:30	13-May	09:00 - 11:00	14-Oct	09:00 - 11:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.02	US116341	Bellville Park Campus	11-Feb	13:00 - 17:00	13-May	12:00 - 14:00	14-Oct	12:00 - 14:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.03	US116364	Bellville Park Campus	12-Feb	08:30 - 12:30	14-May	09:00 - 11:00	15-Oct	09:00 - 11:00	8	R 196,00	R 1 568,00	R 1 450,00
P71.04	US116362	Bellville Park Campus	12-Feb	13:00 - 17:00	14-May	12:00 - 14:00	15-Oct	12:00 - 14:00	11	R 196,00	R 2 156,00	R 1 450,00
P71.05	US116346	Bellville Park Campus	13-Feb	08:30 - 12:30	15-May	09:00 - 11:00	16-Oct	09:00 - 11:00	10	R 196,00	R 1 960,00	R 1 450,00
P71.06	US116342	Bellville Park Campus	13-Feb	13:00 - 17:00	15-May	12:00 - 14:00	16-Oct	12:00 - 14:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.07	US119334	Bellville Park Campus	14-Feb	08:30 - 12:30	16-May	09:00 - 11:00	17-Oct	09:00 - 11:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.08	US116361	Bellville Park Campus	14-Feb	13:00 - 17:00	16-May	12:00 - 14:00	17-Oct	12:00 - 14:00	8	R 196,00	R 1 568,00	R 1 450,00
P71.09	US116345	Bellville Park Campus	15-Feb	08:30 - 12:30	17-May	09:00 - 11:00	18-Oct	09:00 - 11:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.10	US116353	Bellville Park Campus	15-Feb	13:00 - 17:00	17-May	12:00 - 14:00	18-Oct	12:00 - 14:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.11	US119352	Bellville Park Campus	16-Feb	08:30 - 12:30	18-May	09:00 - 11:00	19-Oct	09:00 - 11:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.12	US116340	Bellville Park Campus	16-Feb	13:00 - 17:00	18-May	12:00 - 14:00	19-Oct	12:00 - 14:00	11	R 196,00	R 2 156,00	R 1 450,00
P71.13	US119341	Bellville Park Campus	18-Feb	08:30 - 12:30	20-May	09:00 - 11:00	21-Oct	09:00 - 11:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.14	US116347	Bellville Park Campus	18-Feb	13:00 - 17:00	20-May	12:00 - 14:00	21-Oct	12:00 - 14:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.15	US119331	Bellville Park Campus	19-Feb	08:30 - 12:30	21-May	09:00 - 11:00	22-Oct	09:00 - 11:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.16	US119343	Bellville Park Campus	19-Feb	13:00 - 17:00	21-May	12:00 - 14:00	22-Oct	12:00 - 14:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.17	US116344	Bellville Park Campus	20-Feb	08:30 - 12:30	22-May	09:00 - 11:00	23-Oct	09:00 - 11:00	10	R 196,00	R 1 960,00	R 1 450,00
P71.18	US116343	Bellville Park Campus	20-Feb	13:00 - 17:00	22-May	12:00 - 14:00	23-Oct	12:00 - 14:00	10	R 196,00	R 1 960,00	R 1 450,00
P71.19	US116348	Bellville Park Campus	21-Feb	08:30 - 12:30	23-May	09:00 - 11:00	24-Oct	09:00 - 11:00	8	R 196,00	R 1 568,00	R 1 450,00
P71.20	US116339	Bellville Park Campus	21-Feb	13:00 - 17:00	23-May	12:00 - 14:00	24-Oct	12:00 - 14:00	10	R 196,00	R 1 960,00	R 1 450,00
P71.21	US116351	Bellville Park Campus	22-Feb	08:30 - 12:30	24-May	09:00 - 11:00	25-Oct	09:00 - 11:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.22	US116363	Bellville Park Campus	22-Feb	13:00 - 17:00	24-May	12:00 - 14:00	25-Oct	12:00 - 14:00	12	R 196,00	R 2 352,00	R 1 450,00
P71.23	US119350	Bellville Park Campus	23-Feb	08:30 - 12:30	25-May	09:00 - 11:00	26-Oct	09:00 - 11:00	15	R 196,00	R 2 940,00	R 1 450,00
P71.24	US119348	Bellville Park Campus	23-Feb	13:00 - 17:00	25-May	12:00 - 14:00	26-Oct	12:00 - 14:00	12	R 196,00	R 2 352,00	R 1 450,00
TOTAL FOR FULL PROGRAMME											R 56 252,00	R 34 800,00

1. Price includes online access to electronic learner guide and online access to video recordings of lectures, attendance of face-to-face contact sessions at Bellville Park Campus, two assessment opportunities per assessment to completed on scheduled dates, external moderation, accreditation, 3x tea/coffees per day at contact sessions.

2. Price includes online access to electronic learner guides for unit standard and online access to video recordings of lectures, one assessment opportunity for each assessment per unit standard as scheduled. Second opportunities will be at additional cost of R430 per assessment.

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 2019. 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.