

## SPL MUNICIPAL MINIMUM COMPETENCY TRAINING PROGRAMMES

**Assessment plans for all Unit Standards: Minimum criteria for competence: 50 percent for each assessment (Updated 12 March 2016).**

### **MANAGING INSTITUTIONAL PERFORMANCE 1**

<b>US 116358 ASSESSMENT PLAN: Project: Blended mode Diploma first year and MMC    Date: _____</b>			
<b>No</b>	<b>Type</b>	<b>Nature and content</b>	<b>Outcomes covered</b>
1	Individual assessment Open book case study based controlled class test	<b><u>Class test – 25 marks</u></b> <b><u>Test learner's understanding of:</u></b> <ul style="list-style-type: none"> <li>• Vision and mission.</li> <li>• Community participation, stakeholders</li> <li>• KPA</li> <li>• SDBIP</li> <li>• SWOT analysis</li> </ul>	<b>OUTCOME 1:</b> Formulate vision and mission statements in a South African municipality as required by the local government legislative framework. <b>OUTCOME 2:</b> Conduct a stakeholder analysis and develop a framework for a community participation process. <b>OUTCOME 3:</b> Identify key performance areas applicable to institutional strategies as required by the local government legislative framework
2	Individual work-based assignment	<b><u>US116358 / 40 Marks</u></b> <b><u>Assignment Length approximately 750 words</u></b> <ul style="list-style-type: none"> <li>• Explain how you municipality practice developmental local government in its IDP process (10)</li> <li>• Explain KPAs and discuss how key performance areas have been incorporated in your IDP. (10)</li> <li>• Explain with at least 2 examples per KPA, which institutional strategies have been developed and comment on its relevance(10)</li> </ul>	<b>OUTCOME 4:</b> Formulate institutional strategies. <b>OUTCOME 5:</b> Demonstrate knowledge of the legislative framework for integrated development planning and apply requirements of legislation. <b>OUTCOME 6:</b> Formulate programs and develop methods for monitoring the implementation of a strategic plan and related programmes.

		<ul style="list-style-type: none"> <li>Which legislation is relevant to an IDP and determine if your municipality complies. (10)</li> </ul>	
<b>US 116341 ASSESSMENT PLAN: Project: Blended mode Diploma first year and MMC</b> <b>Date:</b> _____			
No	Type	Nature and content	Outcomes covered
1	Individual assessment Open book controlled class test	<b><u>Class test – 25 marks</u></b> <b><u>Test learner's understanding of:</u></b> <ul style="list-style-type: none"> <li>Legislative framework</li> <li>Performance management concept</li> <li>Performance agreements and plans</li> </ul>	<b>OUTCOME 1:</b> Implement performance management systems and mechanisms in a South African municipality or entity as required by the local government legislative framework. <b>OUTCOME 2:</b> Write and develop performance management concepts for the effective measurement of municipal / entity strategic and financial performance. <b>OUTCOME 3:</b> Develop and identify the critical areas of a performance management agreement to be used as a form of contract of employment for a municipal / entity staff member.
2	Individual work-based assignment	<b><u>US116341 / 40 Marks</u></b> <b>Assignment Length approximately 750 words</b> <ul style="list-style-type: none"> <li>Explain which institutional arrangements are required in an organisation to implement performance management and how it was done in your municipality. (20)</li> <li>Explain how performance management affect your position in the municipality. (20)</li> </ul>	<b>OUTCOME 4:</b> Identify and establish institutional arrangements required for performance management in a municipality / municipal entity. <b>OUTCOME 5:</b> Apply performance management concepts to municipal / entity service delivery.
<b>US 116346 ASSESSMENT PLAN: Project: Blended mode Diploma first year and MMC</b> <b>Date:</b> _____			
No	Type	Nature and content	Outcomes covered
1	Individual assessment Open book case study based	<b><u>Class test – 25 marks</u></b> <b><u>Test learner's understanding of:</u></b> <ul style="list-style-type: none"> <li>Cash and investment management</li> <li>Acts and regulations relevant to cash and investment management</li> </ul>	<b>OUTCOME 1:</b> Apply the legislative conditions governing cash and investment management <b>OUTCOME 2:</b> Comply with sound principles for cash and investment management

	controlled class test	<ul style="list-style-type: none"> <li>Cash and investment policies</li> <li>MFMA sections relevant to contracts having future budget implications</li> <li>Credit control and debt collection</li> <li>Role-players in cash and investment management</li> </ul>	<p><b>OUTCOME 3:</b> Implement the requirements of the legislation for contracts that have budgetary implications</p> <p><b>OUTCOME 4:</b> Apply the legislative requirements and internationally recognised principles to credit control and debt collection</p> <p><b>OUTCOME 5:</b> Apply the legislative requirements and treasury regulations on cash and investment responsibilities of municipal officials and mayors</p>
2	Individual work-based assignment	<p><b>US 116346 / 40 marks</b>  <b>Assignment Length approximately 750 words</b></p> <ul style="list-style-type: none"> <li>Determine if your municipality complies with S33 of the MFMA or not and illustrate with evidence from sources. (10)</li> <li>How successful are your officials in giving effect to their responsibilities with respect to asset, liability and revenue and investment management? Consider credit control and debt collection levels and cash and investments findings. (15)</li> <li>Discuss with examples the level of compliance your municipality has achieved in respect of expenditure management. (15)</li> </ul>	<p><b>OUTCOME 1:</b> Apply the legislative conditions governing cash and investment management</p> <p><b>OUTCOME 2:</b> Comply with sound principles for cash and investment management</p> <p><b>OUTCOME 3:</b> Implement the requirements of the legislation for contracts that have budgetary implications</p> <p><b>OUTCOME 4:</b> Apply the legislative requirements and internationally recognised principles to credit control and debt collection</p> <p><b>OUTCOME 5:</b> Apply the legislative requirements and treasury regulations on cash and investment responsibilities of municipal officials and mayors</p>
<b>US 119343 ASSESSMENT PLAN: Project: Blended mode Diploma first year and MMC    Date: _____</b>			
No	Type	Nature and content	Outcomes covered
1	Individual assessment Open book case study based controlled class test	<p><b><u>Class test – 25 marks</u></b>  <b><u>Test learner's understanding of:</u></b></p> <ul style="list-style-type: none"> <li>Paper consisting of cost-effectiveness analysis; network diagrams; and progress control.</li> </ul>	<p><b>OUTCOME 2:</b> Identify and apply range of project management tools to support research in the management of project activities</p> <p><b>OUTCOME 3:</b> Initiate and manage specific projects within the public finance management and administration context</p> <p><b>OUTCOME 4:</b> Evaluate projects</p>

2	Individual work-based assignment	<p><b><u>US 119343 / 40 marks</u></b></p> <p><b>Assignment Length approximately 750 words</b></p> <ul style="list-style-type: none"> <li>• Assignment on own work-related project consisting of “Wrappers Model”; “Fishbone” and “Scope Definition”</li> </ul>	<p><b>OUTCOME 1:</b> Demonstrate understanding of project management principles as they relate to the public finance management and administration context</p> <p><b>OUTCOME 2:</b> Identify and apply range of project management tools to support research in the management of project activities</p> <p><b>OUTCOME 3:</b> Initiate and manage specific projects within the public finance management and administration context</p>
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