MMC Project 27 & 28: Municipal Minimum Competence Programme for Matatiele

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

1. 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, 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.
4. Mr. Danie van Zyl, Lead facilitator, danievz@telkomsa.net ; Tel nr: 039 737 3343; Fax nr: 086 714 0069.

2. 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 log in name and password!)
4. Click on *Available Courses*
5. Then click on *Municipal Minimum Competence*
6. Then click on *P27 or P28, depending on which one you attend*;
7. Then click on *P27.1 US116342 or P28.1 US116342, depending on which one you attend;*
8. Then on *Register*

9. Then on *save*.

Repeat for each of P27.2 to P27.24 or P28.2 to P28.24 as they are progressively created. If in doubt about the use of the online system, please click on "*Guidelines*".

3. Schedule

MMC Scheduling Matatiele P27 & P28					
Unit Standard (credits)	Contact days	Cumulative days	Contact Week Nr	Matatiele Schedule Group 1	Matatiele Schedule Group 2
116342(15)	4	4	1	25 - 28 September 2012	01 - 04 October 2012
116358 (15)	4	8	2	29 Oct - 1 Nov 2012	19 - 22 November 2012
116345 (15) + 116364 (8)	5	13	3	21 - 25 January 2013	28 Jan - 01 Feb 2013
116363 (12) + 116341 (12)	5	18	4	25 Feb - 1 Mrt 2013	04 - 08 March 2013
116362 (11) + 116346 (10)	5	23	5	15 - 19 April 2013	22 - 26 April 2013
116339 (10) + 116351 (12)	5	28	6	20 - 24 May 2013	27 - 31 May 2013
119348 (12) + 119350 (15)	5	33	7	01 - 05 July 2013	08 -12 July 2013
116348 (8) + 116343 (10)	5	38	8	12 - 16 August 2013	19 - 23 August 2013
119334 (12) + 116361 (8)	5	43	9	16 - 20 September 2013	30 Sept - 04 October 2013
116344 (10) 116353 (12)	5	48	10	21 - 25 October 2013	28 Oct - 01 Nov 2013
119331 (12) + 119343 (15)	5	53	11	25 - 29 November 2013	02 - 06 December 2013
116340 (11) + 116347 (15)	5	58	12	20 - 24 January 2014	27 - 31 January 2014
119341 (15)	4	62	12	17 - 20 February 2014	24 - 27 February 2014
119352 (12) Re-assessments	5	67	14	17 - 21 March 2014	24 - 28 March 2014

4. 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.

5. Assessment policy

In ensuring quality and credibility, all Unit Standard assessments 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. The facilitator/assessor of the particular Unit Standard must prepare an assessment plan before the contact session, taking into consideration the Unit Standard outcomes and clearly prescribing the types of assessments, the conditions under which they will be set, when they will be taken and/or submitted, the contribution

weight of each assessment to the final mark, 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 must be explained to participants during the first introductory session of the contact time.

3. The first of the minimum of two individual assessments will be written during the contact time of the unit standard and will be fully controlled by the facilitator/assessor who shall act as invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it is accepted that it will be open book and 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 in-class assessments may be typed on personal computers and submitted electronically while the facilitator and participant is still in class. Submission afterwards is not permitted.

4. The second 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 one calendar month after the last contact day of the Unit Standard. Submission of this assessment must be done by means of a document upload onto www.splshortcourses.co.za .Please click on *Guidelines* if in doubt how to upload.

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 eventually verification.

7. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard Registration Form before the contact time. Attendance of at least the time during which the contact time assessment took place is therefore required.

8. A participant found not yet competent will be given a second opportunity for assessment only if he/she has attended at least eighty per cent of the contact time. The attendance register circulated twice per day will be used as evidence for allowing the second opportunity. Should the rewrite – in the case of the contact time 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 contact time assessment, but has attended at least fifty per cent of the contact time, will be allowed to do the assessment at the same opportunity scheduled for participants referred to in item 8 above. The attendance register circulated twice per day 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 between all the facilitators of a particular Group of modules, i.e. Groups 1, 2, 3, 4 & 5 and 6 and the Skills Development Facilitators (SDF's) involved in the particular programme. This process will be initiated by the assigned SPL MMC Assessment Coordinator and all communication with participants involved will be done through the SDF. The second assessment opportunity for resubmission of the take-home assignment must be resubmitted within one calendar month of the release of results to the SDFs. 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 attended less than fifty per cent of the contact time and has not completed the contact time assessment to be found competent and such a participant must re-register and redo the Unit Standard.

12. A participant that has completed the contact time assessment, 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 only if he/she has attended at least fifty per cent of the contact time as indicated in the attendance register circulated twice per day. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must re-register and redo the Unit Standard.

14. 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.