

MMC Project 55: Limited Direct Contact, Blended Mode Open Programme

Assessment Plan for Unit Standards 116340, 119341 and 119352

Assessment Plan

All Unit Standard assessment criteria and methods must comply with the Stellenbosch University Assessment Policy; LGSeta prescriptions and 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;
2. The assessment plan will be explained to participants during the contact session;
3. One of the minimum of two individual assessments will be written during the scheduled examination time of the unit standard and will be fully controlled by an invigilator as prescribed by Stellenbosch University policy;
4. One 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. Submission of this assessment must be done by means of a document upload onto www.splshortcourses.co.za . This upload includes checking a box accepting the submission terms, specifically confirming authenticity of the assignment paper.
5. A participant must pass all assessments with at least 50% for each to be found competent.
6. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard registration and signed the attendance register during the contact session, unless exempted from the latter;

Please read all paragraphs of the assessment policy below

Assessment Instructions

The specific content / work / outcomes to be covered by each of the assessments will be explained to you during the contact session.

Specific Assessment Instructions for Unit Standards 116340, 119341 and 119352 are the following:

1. Invigilated open book examination: The examination is a combined paper for the three Unit Standards, Part A: US 116340, Part B: US 119341 and Part C: US 119352. Answer only the part(s) relevant for the Unit Standards for which you are registered:
 - a. Part A: Classify costs as direct/indirect (traceability) costs and as variable/fixed (behaviour) costs; Calculate breakeven analysis (USP, Q and CM %) and interpret results; Calculate and interpret overhead recovery rate. (25)
 - b. Part B: Calculate activity based costing (steps 2 and 4) and interpret results; Calculate contribution income statement (CM%, breakeven analysis, margin of safety %, operating leverage) and interpret results; Calculate variance analysis and interpret results. (50)

- c. Part C: Classify information systems as different types of information systems; Discuss implementation and usage of information systems in work related examples or case studies by referring to different dimensions (People, Processes, ICT); Discuss different types of ICT controls and ICT policies in work related examples or case studies. (25)

Please note that the use of computers during examination is prohibited.

- 2. Applied take-home assignment: Please explain your area of responsibility at work:
 - a. Part A: Identify a service in your area of responsibility at work and create a unit cost statement and costing matrix. Discuss how the cost information can facilitate decision making. Discuss overhead cost allocation and the use of SLAs, and the relationship between budget control and cost control within your municipality. Answer this subsection if registered for US 116340. Approximately 1 000 - 2000 words. (100)
 - b. Part B: Identify a service in your area of responsibility at work and apply the activity based costing (ABC) approach (4 steps) to obtain more accurate overhead cost allocation. Discuss and interpret the results of your ABC calculations. Apply variance analysis to the service that you have identified in question 1. Calculate the different variances, prepare a statement reconciling the budgeted surplus with the actual surplus, and explain the meaning and possible causes of the variances that you have calculated. Apply marginal (variable) costing principles and calculations (CM%, BEP, margin of safety, operating leverage) to the service that you have identified in question 1 (or another service in your municipality). Discuss and interpret the results of your calculations. Answer this subsection if registered for US 119341. Approximately 1 000 - 2000 words. (100)
 - c. Part C: Identify an information system in your municipality and discuss how the system help your municipality to achieve its goals. Your answer should include a discussion of integration/implementation/usage issues and possible solutions to these issues. Discuss how e-Government and m-Government help your municipality to improve service delivery. Discuss data and information management by explaining how your municipality manages the physical environment, people, ICT infrastructure, applications and data and information by means of ICT policies, strategies and controls. Answer this subsection if registered for US 119352. Approximately 1 000 - 2000 words. (100)

Please note that this is an individual assignment which must be your own individual work.

Assessment policy

In the interest of ensuring quality and credibility, all Unit Standard assessments must comply with the Stellenbosch University Assessment Policy; LGSeta prescriptions and 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. Each Unit has an assessment plan which is posted on the www.splshortcourse.co.za website when the specific course is created before the contact session. The assessment plan and specific assessments take into consideration the Unit Standard outcomes and are clearly prescribing the types of assessments, the conditions under which they will be set, when they

will be taken and/or submitted, 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 will be explained to participants during the first introductory session of the contact time.

3. One of the minimum of two individual assessments will be written during the scheduled examination time of the unit standard and will be fully controlled by an invigilator as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it all are 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 invigilated assessments may be typed on personal computers and submitted electronically, but the default is written assessments. Submission afterwards is not permitted.

4. One 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. Submission of this assessment must be done by means of a document upload onto www.splshortcourses.co.za . This upload includes checking a box accepting the submission terms, specifically confirming authenticity of the assignment paper.

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 than 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 verification.

7. A participant qualifies to do the assessments as scheduled if he/she has completed the online Unit Standard registration and signed the attendance register during the contact time.

8. A participant found not yet competent will be given a second opportunity for assessment only if he/she has attended the limited contact time. The attendance register circulated will be used as evidence for allowing the second opportunity. Should the rewrite – in the case of the invigilated 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 invigilated assessment, but has attended the contact session, will be allowed to do the assessment at the same opportunity scheduled for participants referred to in item 8 above. The attendance register circulated during the contact session 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, but participants must be aware that there is little room for decentralized second contact time assessments. Participants must be prepared to travel to SPL at the Bellville Park Campus if for practical reasons it is not possible to create an opportunity to rewrite at the initial venue. This communication process will be initiated by the assigned SPL MMC Assessment Coordinator and all communication with participants involved will be done via the online platform. The second assessment opportunity for resubmission of the take-home assignment must be resubmitted within one calendar month of the release of results on the online platform. 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 not attended the contact session and has not completed the invigilated assessment to be found competent and such a participant must re-register and redo the Unit Standard.

12. A participant that has attended the contact session, 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 if the assignment paper initially submitted shows an acceptable attempt to answer the assignment question(s) and only if he/she has attended the contact time as indicated in the attendance register. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must reregister and redo the Unit Standard. If the initial paper submitted only contains a title page, or just section headings without content, or wrong papers, or any other attempt to “play for time”, it will not be returned for improvement, but marked “opportunity expired”.

14. Take-home assessments are individual tasks and not group tasks. It must therefore reflect the own unique work produced and edited by the participant and applied to his/her work environment where so required to achieve a pass mark. Identical narrative or other content between submissions of learners will be considered plagiarism. 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.

15. A participant has the right to appeal against a finding of “not yet competent” if the required assessments have been completed and submitted on time and if the participant does not agree with the reasons provided for the finding. The appeal must be lodged with the SPL MMC Programme Head within 30 days after the release of results. The assessment papers, model answers provided by the assessor, learning material and any other evidence of relevance to the appeal will then be submitted to an independent accredited moderator for consideration. Should the findings of the moderator not be acceptable to the participant, all documentation as well as the findings of the moderator will be referred to the LGSeta Verifier. Should the findings of the moderator be upheld, an amount determined by the

LGSeta is payable by the participant to the Seta. Should the findings of the moderator be overturned in favour of the participant, the moderator will pay the Seta.