MMC Project 67: Oudtshoorn Municipality
Direct contact (16 unit standards), 2017/18
Oudtshoorn in-house venue for contact sessions

First draft: 27 November 2017

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). 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 Gazette. It provides for two components relating to education and training:

Firstly, it requires minimum Higher Education qualifications: 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 not in possession of a formal qualification as stipulated in the Gazette, are given, except for the posts mentioned below - as alternative to the prescribed higher education qualification for the particular post – the opportunity to complete 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.

The exceptions are:

- Chief Financial Officers of municipalities with a budget over R500m, who require a NQF-Level Seven finance-related qualification or must be a Chartered Accountant
- Senior Managers of municipalities with a budget over R500m who require a Level Seven qualification in a relevant field
- Middle Management Financial Officials and Supply-chain Managers of all size municipalities as well as Heads of Supply-chain Management of municipalities with budgets below R500m, who are required to have a NQF Level 5 qualification or the National Diploma: Public Finance Management & Administration (SAQA ID 49554). However, the fact that Heads of Supply-chain Management of municipalities with a budget over R500m is also allowed the 166-credit SAQA Level Six CMFM (SAQA ID 48965) as alternative to a NQF Level Six Higher Education Qualification, is interpreted as that the CMFM may also be

accepted as qualification for Middle Management Financial Officials and Supply-chain Managers of all size municipalities as well as Heads of Supply-chain Management of municipalities with budgets below R500m.

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.

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
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	
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	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 for unit standards with bigger numbers of participants and flexible mode for unit standards with smaller numbers of participants. This Project 64 make use of traditional longer duration contact sessions 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 in-house venues of Drakenstein Municipality.

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 . She can be reached at tel. 021 918 4403.
2. Liesel Odendaal, MMC programme coordinator, to be contacted if you have enquiries about schedules, venues, registrations, submission of assignments, examinations: Lieselo@sun.ac.za . She can be reached at tel. 021 918 4403
3. Hanlie Coetzee, SPL Executive Programmes in Public and Development Management Customer Relationship Management, hcoetzee@sun.ac.za ; tel. 021 918 4122.
4. Werner Burger, Academic Head: Diploma in Public Accountability; tel. 021 918 4122.
5. Prof. Johan Burger, SPL Director and 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 ONCE ONLY, ALL SUBSEQUENT REGISTRATIONS 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 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 67*;
7. Then click on *P67.01 US 116364* 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

MMC Project 67 Oudtshoorn Municipality					
Unit Standard	Number	Credit	Contact days	Week	Schedule
01. US	116364	8	1,5	1	4-5 Dec 17
02. US	119350	15	3,5	1	5-8 Dec 17
03. US	116358	15	3,5	2	15-18 Jan 18
04. US	116361	8	1,5	2	18-19 Jan 18
05. US	116341	12	2,5	3	19-21 Feb 18
06. US	119334	12	2,5	3	21-23 Feb 18
07. US	116351	12	2,5	4	12-14 Mar 18
08. US	116363	12	2,5	4	14-16 Mar 18
09. US	119331	12	2,5	5	16-18 Apr 18
10. US	119352	12	2,5	5	18-20 Apr 18
11. US	116343	10	1,5	6	14-15 May 18
12. US	119341	15	3,5	6	15-18 May 18
13. US	116339	10	1,5	7	11-12 Jun 18
14. US	119343	15	3,5	7	12-15 Jun 18
15. US	116353	12	2,5	8	16-18 Jul 18
16. US	119348	12	2,5	8	18-20 Jul 18
		192	**40**	**8**	

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 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.