

Further Education and Training Certificate: Municipal Finance and Administration

SAQA ID: 50372

NQF Level: 4

Credits: 157

Purpose

The purpose of the FETC Municipal Finance and Administration Qualification at Level 4 is to provide a structured programme for municipal officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. This qualification will be useful for promoting the development of knowledge and skills that are required for the efficient performance of technical Municipal Financial Management functions.

NO.	SAQA ID	SAQA TITLE	NQF LEVEL	CREDITS	LEARNING OUTCOMES (CONCEPTS/CONTENT COVERED)
1	123458	Administer accounting and budgeting for input into municipal financial resource management	4	15	<ul style="list-style-type: none"> • Demonstrating an understanding of and applying various elements of a municipal accounting system. • Implementing and using the municipal accounting information system. • Processing payroll transactions in a municipality. • Applying the principles of budgeting to budget for financial resources of a municipality. • Planning and preparing a budget and financial reporting cycle. • Explaining and applying accrual accounting procedures to account for accruals and prepayments to effectively monitor control accounts to effectively monitor control accounts.
2	123457	Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities	4	12	<ul style="list-style-type: none"> • Performing cost-volume-profit analysis in the management of municipal revenue and costs. • Determining how costs and revenue behave in different operations of a municipality. • Preparing schedule of relevant costs and revenue to support a decision-making process. • Determining viability of selected revenue sources of municipal service delivery activities

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3	123460	Develop and apply administrative principles in the implementation of Municipal Office Administration	4	6	<ul style="list-style-type: none"> Utilising administrative systems within a municipality to support service delivery. Recording and maintaining administrative information. Maintaining information at the required level of confidentiality. Demonstrating an understanding of and applying the personnel procedures relating to compliance with municipal requirements. Processing filing and indexing of important documentation.
4	123455	Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system	4	10	<ul style="list-style-type: none"> Explaining records management in the context of municipal management information system. Designing a records retention programme for a municipality. Recommending records protection and disaster recovery procedures. Applying filing systems in electronic records management
5	123459	Manage self-development in the workplace	4	6	<ul style="list-style-type: none"> Applying task management self-discipline at the workplace. Demonstrating an ability to develop own short-term and long-term career goals. Demonstrating an understanding of professional ethics and code of conduct in the workplace. Operating as a member of a team.
6	123456	Participate in employee health, safety and security administration at the workplace	4	10	<ul style="list-style-type: none"> Demonstrating knowledge and insight into the Compensation for Occupational Injury and Disease Act (COIDA). Conducting a security threat assessment in a defined operational area. Identifying and discussing types of disasters within the context of risk management to explain their implications on communities and the municipality. Explaining the effects of chronic illness and other contemporary health issues affect work productivity. Demonstrating an understanding of the purpose of an Emergency Services Division in a municipality.
7	119352	Apply principles of information systems to public finance and administration	5	12	<ul style="list-style-type: none"> Identifying and describing the elements of management information systems (MIS) relevant to public finance management and administration Utilising information technology to aid management planning Assessing the risk associated with information technology Utilising e-commerce and e-governance to enhance work productivity

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8	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	5	12	<ul style="list-style-type: none"> • Demonstrating an understanding of and interpret the South African constitution in relation to public sector financial management. • Identifying and applying the regulations governing Division of Revenue. • Demonstrating knowledge of and apply the South African legal system within the public sector financial management and administration context. • Applying legislative regulations and legal principles to contracts. Managing the implementation of the Municipal Finance Management Act in a municipality.
9	119472	Accommodate audience and context needs in oral/signed communication	3	5	<ul style="list-style-type: none"> • Interact successfully in oral/signed communication • Use strategies that capture and retain the interest of an audience Identify and respond to manipulative use of language
10	119457	Interpret and use information from texts	3	5	<ul style="list-style-type: none"> • Use a range of reading and viewing strategies to understand the literal meaning of specific texts • Use strategies for extracting implicit messages in texts • Respond to selected texts in a manner appropriate to the context Explore and explain how language structures and features may influence a reader/viewer
11	119467	Use language and communication in occupational learning programmes	3	5	<ul style="list-style-type: none"> • Access and use suitable learning resources • Use learning strategies • Manage occupational learning programme materials • Conduct basic research, analyse and present findings • Function in a team Reflect on how characteristics of the workplace and occupational context affect learning.
12	119465	Write/present/sign texts for a range of communicative contexts	3	5	<ul style="list-style-type: none"> • Write/sign for a specified audience and purpose • Use language structures and features to produce coherent and cohesive texts for a wide range of contexts Draft own writing/signing and edit to improve clarity and correctness
13	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	<ul style="list-style-type: none"> • Critique and use techniques for collecting, organising and representing data. • Use theoretical and experimental probability to develop models. • Critically interrogate and use probability and statistical models.

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14	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	<ul style="list-style-type: none"> Respond critically yet sensitively as a listener/audience Analyse own responses to spoken/signed texts and adjust as required Use strategies to be an effective speaker/signer in sustained oral/signed interactions Evaluate spoken/signed discourse
15	119469	Read/view, analyse and respond to a variety of texts	4	5	<ul style="list-style-type: none"> Critically analyse texts produced for a range of purposes, audiences and contexts Identify and explain the values, attitudes and assumptions in texts Evaluate the effects of content, language and style on readers'/viewers' responses in specific texts
16	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	<ul style="list-style-type: none"> Measure, estimate, and calculate physical quantities in practical situations relevant to the adult with increasing responsibilities in life or the workplace Explore analyse and critique, describe and represent, interpret and justify geometrical relationships and conjectures to solve problems in two- and three-dimensional geometrical situations
17	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	<ul style="list-style-type: none"> Use mathematics to plan and control financial instruments including insurance and assurance, unit trusts, stock exchange dealings, options, futures and bonds Use simple and compound interest to make sense of and define a variety of situations including mortgage loans, hire purchase, present values, annuities and sinking funds Investigate various aspects of costs and revenue including marginal costs, marginal revenue and optimisation of profit Use mathematics to debate aspects of the national and global economy, including tax, productivity and the equitable distribution of resources.
18	12153	Use the writing process to compose texts required in the business environment	4	5	<ul style="list-style-type: none"> Using textual features and conventions specific to texts Identifying the intended audience for the communication Identifying the purpose of a text Selecting the appropriate text type, format and layout for the purpose Organising and structuring a technical text appropriately Using appropriate grammar conventions Drafting and editing a technical text Recognising errors and checking for accuracy Presenting the same information in different ways using plain language in business.
19	119459	Write/present/sign for a wide range of contexts	4	5	<ul style="list-style-type: none"> Write/sign effectively and creatively on a range of topics Choose language structures and features to suit communicative purposes edit writing/signing for fluency and unity.

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20	120385	Apply a range of project management tools and techniques	4	7	<ul style="list-style-type: none"> • Demonstrating an understanding of project management tools. • Using a range of project management tools. • Applying corrective action steps where project management tools and techniques usage problems occur.
21	337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	4	5	<ul style="list-style-type: none"> • Explaining key elements of organisation structure and design. • Analysing the strategy of a Public Sector Department. • Recommending an organisation structure and design for a Public Sector Department. • Proposing a staffing structure for a selected department
22	337062	Evaluate a job in the Public Sector in South Africa	4	6	<ul style="list-style-type: none"> • Analysing the business environment. • Developing a job description. • Using an electronic job evaluation system. • Applying a job evaluation process to evaluate a job
23	114878	Identify and measure the factors that influence productivity	4	10	<ul style="list-style-type: none"> • Demonstrate an understanding of what Productivity is. • Measure single factor Productivity and assess causes of the current levels of single factor Productivity. • Measure total factor Productivity. • Measure the quantitative factors that influence Productivity and establish their influence on Productivity and profitability. • Identify the qualitative factors that influence Productivity and establish their influence on Productivity
24	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	5	10	<ul style="list-style-type: none"> • Describing the basic elements of a computer-based information system • Utilising computer applications commonly found in the public sector environment • Identifying opportunities to use the computer as a management tool • Monitoring and controlling information to prevent technology risks
25	115405	Apply principles of knowledge management to organisational transformation	5	10	<ul style="list-style-type: none"> • Analyse the essential elements of the Knowledge Economy. • Identify the essential features of the Human Capital in an organisation. • Provide an analysis of the Structural Capital in an organisation. • Indicate how an organisation uses its Customer Capital. • Establish the relationship between Intellectual Capital and Knowledge Management. • Demonstrate the potential relationship between Knowledge Management and Organisational Transformation.

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26	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	5	15	<ul style="list-style-type: none"> Identifying and applying the principles of supply chain management Applying supply chain management policies and procedures within the public sector Utilising supply chain management systems and resources to fulfil the function effectively Securing and managing supplier contracts
27	119954	Apply Public Service labour legislation in mediation	5	6	<ul style="list-style-type: none"> Define labour relations legislation in the public service. Describe the scope and purpose of the labour relations legislation in the public service. Describe the scope of application of legislation governing labour relations, in the public service.
28	15216	Create opportunities for innovation and lead projects to meet innovative ideas	5	4	<ul style="list-style-type: none"> Keeping abreast of and analyse innovations or new developments. Creating opportunities for innovation. Leading projects to meet new, innovative ideas. Reviewing new projects/procedures to determine effectiveness
29	337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	5	15	<ul style="list-style-type: none"> Discussing elements of a Supply Chain Management model that apply to the bid committee system. Applying knowledge of the applicable regulatory framework to ensure compliance. Discussing the importance of ethical conduct at all stages of the bid committee process. Apply knowledge of the functions of the Bid Specification Committee. Apply knowledge of the functions of the Bid Evaluation Committee. Apply knowledge of the functions of the Bid Adjudication Committee.
30	115823	Gather and manage information for decision-making.	5	5	<ul style="list-style-type: none"> Establishing an information-gathering team Identifying information required Gathering and recording information Reporting on information gathered Developing a feedback system
31	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	5	4	<ul style="list-style-type: none"> Identifying Best Practice guidelines Analysing current operating practices against identified Best Practices Drawing up a plan for implementing Best Practice.

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32	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	5	20	<ul style="list-style-type: none"> • Identifying and accessing legislation, legal documents and regulations. • Interpreting legislation, legal documents and rules and regulations. • Providing advice on compliance with legislation and regulations which regulate business in general and the department/division in particular. • Identifying areas of non-compliance with legislation. • Take appropriate corrective actions.
33	119336	Manage the development and performance of human capital in the public sector	5	12	<ul style="list-style-type: none"> • Demonstrating an understanding of human resources principles and legislation and its applications to the public sector • Compiling human resources plan • Managing performance of individuals within a team • Recruiting and selecting staff • Managing the training and development of individuals within a team