

National Diploma: Public Finance Management and Administration

SAQA ID: 49554

NQF Level: 5

Credits: 260

Purpose

The purpose of the NQF level 5 Public Finance and Administration qualification is to provide a structured programme for public officials that work with senior management officials to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is key in all the three spheres of government. This qualification aims to promote the development of knowledge and skills that are required for the efficient performance of Public Finance Management and Administration functions

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
1	119347	Analyse and evaluate the impact of macroeconomic data on the operating environment of the public sector.	5	12	<ul style="list-style-type: none"> • Discussing the impact of macro-economic decisions on the economy and a business environment. • Discussing the impact of macro-economic decisions on investment strategies in a business environment. • Using economic indicators to determine the current economic cycle and possible future directions. • Applying trends in the economic environment to a financial organisation. • Demonstrating an understanding of the financial world of public finance management and administration. • Demonstrating an understanding of the nature and importance of debt in financing public capital projects.
3	119341	Apply cost management information systems in the preparation of management reports.	5	15	<ul style="list-style-type: none"> • Identifying and applying different methods of accounting for costs in the public setting. • Compiling costing information of management control. • Preparing cost performance reports using variance analyses techniques. • Presenting relevant data to support non-routine short-term decisions.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
4	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.
5	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.
6	119349	Apply principles of risk management to manage and report risk situations.	5	8	<ul style="list-style-type: none"> • Explaining the concept of risk in a public sector financial administration environment. • Applying the principles of risk to make a financial decision. • Determining risk assessment. • Analysing the effect of selected scenarios on a potential risk.
7	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.
8	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process.	5	12	<ul style="list-style-type: none"> • Defining and applying GRAP in the context of public finance and administration. • Defining a conceptual framework for accounting reporting. • Defining measurement criteria for determining financial position and performance. • Identifying financial reports, identifying & resolving discrepancies.
9	116345	Apply the principles of budgeting within a municipality.	5	15	<ul style="list-style-type: none"> • Explain the various approaches to budgeting within their organisation. • Ensure the strategic objectives of their organisation are achieved. • Contribute to the efficient allocation of resources at municipalities. • Ensure that municipal funds are used effectively and efficiently.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
10	119344	Apply the legislation governing the establishment and management of public entities.	5	12	<ul style="list-style-type: none"> • Demonstrating an understanding of the legislative requirements relating to public entities. • Applying best practice techniques to assess the financial implications of public entities. • Contributing to the development of a plan to monitor contract compliance and regulation of entities' projects. • Developing and suggesting implementation process for institutionalising entities as service delivery mechanisms. • Applying best practice project management principles to effectively establish proposed entities.
11	119331	Conduct working capital management activities in accordance with sound financial management policy.	5	12	<ul style="list-style-type: none"> • Using the working capital management policy applicable to the public finance management and administration sector. • Using financial information to inform working capital decisions. • Managing accounts receivable. • Managing inventory. • Managing cash resources.
12	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. • Manage the application of the Municipal Finance Management Act.
	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.
13	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.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
14	119340	Apply economic principles to finance and management decisions.	5	15	<ul style="list-style-type: none"> • Demonstrate an understanding of the principles of economics as they apply to public finance. • Distinguish between micro-economics and macro-economics. • Discuss the impact of micro and macro - economics on the activities of the South African economy. • Utilise economic indicators and theories to determine current economic cycle and possible future directions.
15	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration.	5	8	<ul style="list-style-type: none"> • Explaining the core ethical values and standards which apply to the public sector. • Outlining ethical values and standards contained in legislation and codes which have relevance to the conduct of employees in the public sector. • Describing areas of ethical conflict for public sector employees. • Explaining the importance of ethical values and standards in relation to the public sector workplace. • Discussing the relevance of established professional ethics and codes of conduct in public sector administration.
16	119346	Apply sound communication principles coordination of selected public sector communications programmes.	5	10	<ul style="list-style-type: none"> • Demonstrating an understanding of a communication process used to coordinate selected communications programmes in the public sector. • Identifying appropriate communication tools. • Utilising information technology to enhance communications. • Overcoming barriers to communication.
17	119333	Conduct and apply mathematical analyses relating to economics and finance.	5	15	<ul style="list-style-type: none"> • Critiquing and using mathematical techniques for collecting, organising and representing data. • Applying mathematical calculations to different business transactions. • Defining economic relationships based on mathematical analysis.
18	119332	Manage and develop oneself in the public sector work environment.	5	10	<ul style="list-style-type: none"> • Demonstrating insight into emotional intelligence in personal development. • Managing work relationships within the Public Sector environment. • Demonstrating an understanding of stress to apply strategies to achieve optimal stress levels in personal and work situations. • Identifying and applying the skills and knowledge required for the development of a career path.

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19	119335	Conduct and apply statistical analyses required to make informed public sector finance decisions.	5	15	<ul style="list-style-type: none"> • Demonstrating an understanding of the various statistical techniques used to summarise and present data. • Explaining and demonstrating the use of probability concepts where risk and uncertainty exist. • Explaining and demonstrating techniques used for forecasting based on an analysis of time series data. • Demonstrating an understanding of regression analysis as a tool of discerning economic relationships. • Demonstrating an understanding of sampling techniques to decision situations that are dependent on limited information.
20	119343	Apply operations research principles and tools in the management of project activities and resources.	5	15	<ul style="list-style-type: none"> • Discussing the impact of macro-economic decisions on the economy and a business environment. • Discussing the impact of macro-economic decisions on investment strategies in a business environment. • Using economic indicators to determine the current economic cycle and possible future directions. • Applying trends in the economic environment to specific financial organisation. • Demonstrating an understanding of the financial world of public finance management and administration. • Demonstrating an understanding of the nature and importance of debt in financing public capital projects.
21	119337	Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system.	5	12	<ul style="list-style-type: none"> • Demonstrating an understanding of the nature of audit and appraising the fundamental principles and standards that are used to govern its practice. • Demonstrating an understanding of the internal audit function of public finance management and administration. • Identifying and applying an internal audit plan. • Managing quality control and improvement of the audit function. • Manage key relationships & networks pertaining to the internal audit function.
23	119338	Participate in the planning and implementation of disaster management systems.	5	8	<ul style="list-style-type: none"> • Identify & discuss types of disasters & their implications on macro & micro level. • Discuss approaches to disaster management. • Identify and implement disaster management policies. • Analyse various disaster scenarios and make recommendations for effective disaster management.

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24	119339	Prepare and interpret tax reports and returns required by South Africa's legislation.	5	12	<ul style="list-style-type: none"> • Ensuring compliance with the provisions relating to returns, accounts and records within the public sector context. • Ensuring compliance with the provisions relating to the taxation of employment income. • Ensuring compliance with and commenting on the provisions relating to objection, appeal and review. • Ensuring compliance with the provisions relating to payment recovery and refund. • Ensuring compliance with the provisions relating to administration.
25	116340	Apply costing principles to municipal operational and service-based costing.	6	11	<ul style="list-style-type: none"> • Use relevant cost information in all areas of decision-making within local government. • To determine the economic cost of the services to make informed decisions about service delivery. • To analyse the apportionment of overheads in trying to determine the full costs of providing services. • To decide on the efficiency of service provision by examining and comparing costs between services and service providers. • To advise on service agreements between departments to improve the costing system of the municipality.
25	116346	Apply techniques and South African statutes to cash and investment management in a municipal environment.	6	10	<ul style="list-style-type: none"> • Apply the requirements of South African municipal statutes related to cash management, investment management and revenue management. • Ensure the effective and efficient management of local government funds through an understanding of the implications of the relevant legislation. • Governing cash, investment and revenue management • Assist in the overall process of social and economic development.
25	116346	Apply techniques and South African statutes to cash and investment management in a municipal environment.	6	10	<ul style="list-style-type: none"> • Apply the requirements of South African municipal statutes related to cash management, investment management and revenue management. • Ensure the effective and efficient management of local government funds through an understanding of the implications of the relevant legislation. governing cash, investment and revenue management. • Assist in the overall process of social and economic development.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
26	116358	Contribute to the strategic planning process in a South African municipality	6	15	<ul style="list-style-type: none"> • Formulate vision and mission statements in a South African municipality as required by the local government legislative framework. • Conduct a stakeholder analysis and develop a framework for a community participation process • Identify key performance areas applicable to institutional strategies as required by the local government legislative framework • Formulate institutional strategies. • Demonstrate knowledge of the legislative framework for integrated development planning and apply requirements of legislation. • Formulate programs and develop methods for monitoring the implementation of a strategic plan and related programmes.
26	116358	Contribute to the strategic planning process in a South African municipality	6	15	<ul style="list-style-type: none"> • Formulate vision and mission statements in a South African municipality as required by the local government legislative framework. • Conduct a stakeholder analysis and develop a framework for a community participation process. • Identify key performance areas applicable to institutional strategies as required by the local government legislative framework • Formulate institutional strategies. • Demonstrate knowledge of the legislative framework for integrated development planning and apply requirements of legislation. • Formulate programs and develop methods for monitoring the implementation of a strategic plan and related programmes.
27	119353	Plan and implement public-private partnerships for municipal service delivery	6	12	<ul style="list-style-type: none"> • Explain the rationale for Public-Private Partnerships (PPP) and different PPP options as innovative systems for the municipal service delivery. • Prepare a feasibility study report showing opportunities for selected PPP options to ensure value for money is obtained in the use of public funds. • Contribute to institutionalisation of the PPP processes within local government. • Apply legal principles in the development of PPP design and implementation of operational frameworks and contracts. • Contribute to the monitoring compliance with regulations for selected PPP projects.