

### National Certificate: Local Government Councillor Practices

NQF Level 03

Credits: 122

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required to fulfill the roles and responsibilities of a Local Government councillor and therein:

- Act as representatives of the community they serve.
- Provide leadership roles in a council.
- Act as custodians or guardians of public finances.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
1	244185	Apply key municipal processes in a council function	3	12	<ul style="list-style-type: none"> <li>• Apply Integrated Development Planning (IDP) in Local Government councillor function.</li> <li>• Integrate overall principles of performance management in achieving Local Government objectives.</li> <li>• Apply the basic principles of budgeting and financial management to Local Government counselling function.</li> <li>• Integrate Local Economic Development (LED) into councillor functions.</li> <li>• Integrate key municipal programmes into overall councillor functions and programmes.</li> </ul>
2	242860	Apply the Batho Pele principles to own work role and context	3	4	<ul style="list-style-type: none"> <li>• Explain how the Batho Pele principles apply to own work roles.</li> <li>• Explain how the application of Batho Pele principles determines the way in which work is done.</li> <li>• Identify &amp; describe successful examples of application of Batho Pele principles in a public sector context.</li> <li>• Explain why the Batho Pele principles are so important to government and effective service delivery in South African and own organisation.</li> </ul>
3	244175	Demonstrate an understanding of the policy and legal framework guiding Local Government	3	10	<ul style="list-style-type: none"> <li>• Explain the legislative and policy framework applicable to Local Government in a Local Government councillor context.</li> <li>• Explain the functions and powers of municipalities.</li> <li>• Explain structural and formal elements of municipalities.</li> <li>• Explain the policy development process and the institutions protecting constitutional democracy</li> </ul>
4	13915	Demonstrate knowledge and understanding of	3	4	<ul style="list-style-type: none"> <li>• Know and understand HIV/AIDS and its effects on the human immune system</li> <li>• Know and understand how HIV/AIDS is transmitted</li> <li>• Know what behaviour is safe and what behaviour carries the risk of HIV transmission.</li> <li>• Know what guidelines and assistance are available to support workers with HIV/AIDS</li> </ul>

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					Know and understand the implications of the HIV/AIDS pandemic
5	242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	3	4	<ul style="list-style-type: none"> <li>• Explain the contents of the South African Public Sector Code of Conduct.</li> <li>• Explain the implications of the Public Sector Code of Conduct for a Public Sector organisation.</li> <li>• Describe the implications of the public sector Code of Conduct for a Public Sector employee.</li> <li>• Understand basic concepts necessary to understand and apply ethical rules.</li> </ul>
6.	244180	Exercise leadership in a councillor context	3	6	<ul style="list-style-type: none"> <li>• Identify key leadership principles and competences appropriate to Local Government.</li> <li>• Apply communication and interpersonal skills in fulfilling Local Government functions.</li> <li>• Manage and resolve conflicts and problems encountered in Local Government context.</li> <li>• Establish a value base to enhance public participation.</li> </ul>
7.	244174	Facilitate co-operative governance and inter-governmental relations	3	6	<ul style="list-style-type: none"> <li>• Identify key national &amp; provincial processes, programmes and legislation that impact on Local Government programmes.</li> <li>• Identify and integrate government's programme of action.</li> <li>• Identify &amp; integrate sector &amp; provincial programmes that impact on Local Government objectives.</li> <li>• Forge facilitating relations with traditional leaders</li> </ul>
8.	244186	Facilitate Council and related meetings to achieve Local Government objectives	3	6	<ul style="list-style-type: none"> <li>• Explain the Local Government contexts to which various meeting procedures apply.</li> <li>• Explain meeting procedures applicable to committee, constituency and public meetings.</li> <li>• Apply meeting procedures applicable to Local Council meetings.</li> <li>• Apply meeting procedures applicable to Ward Committee meetings.</li> <li>• Apply the agenda setting rules for Council and Local Government meetings.</li> </ul>
9.	244188	Facilitate public participation and citizen involvement in Local Government processes	3	6	<ul style="list-style-type: none"> <li>• Facilitate processes for participation and involvement of the public and citizens in achieving Local Government objectives.</li> <li>• Identify the key public and civil society role players within the municipality.</li> <li>• Explain and apply processes and structures for public and community participation in the municipality.</li> <li>• Explain and apply the role and the function of Ward Committees.</li> <li>• Explain the role and function of Community Development Workers (CDW).</li> <li>• Explain the role of Non-Governmental Organisations &amp; Community Based Organisations.</li> <li>• Identify ways for municipal cooperation and partnership with private entities.</li> </ul>

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
10.	244183	Fulfil the roles and the responsibilities of a councillor	3	6	<ul style="list-style-type: none"> <li>Facilitate processes for participation and involvement of the public and citizens in achieving Local Government objectives</li> <li>Identify the key public and civil society role players within the municipality.</li> <li>Explain and apply processes and structures for public and community participation in the municipality.</li> <li>Explain and apply the role and the function of Ward Committees.</li> <li>Explain the role and function of Community Development Workers (CDW).</li> <li>Explain the role of Non-Governmental Organisations and Community Based Organisations (NGO's and CBO's).</li> </ul> <p>Identify ways for municipal cooperation and partnership with private entities.</p>
11.	244190	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes	3	6	<ul style="list-style-type: none"> <li>Understand and explain the basic approaches to advocacy.</li> <li>Explain the key concepts of advocacy and representing Local Government interests in intergovernmental processes and structures.</li> <li>Explain the elements of effective influencing the policies and the legislative processes affecting Local Government.</li> <li>Explain the main inter-governmental and policy processes at National and Provincial level affecting Local Government.</li> <li>Utilise lobbying techniques and skills to support councillor functions and roles.</li> </ul>
12.	120394	Apply communication principles, strategies and processes in a leadership role	4	6	<ul style="list-style-type: none"> <li>Explain communication processes and the role of the leader in this process.</li> <li>Identify and utilise appropriate communication tools and strategies.</li> <li>Utilise information technology to enhance communications.</li> <li>Develop strategies overcome barriers to communication.</li> </ul> <p>Apply the theories, principles and models of communication to a leadership role within a specific context.</p>
13.	119472	Accommodate audience and context needs in oral/signed communication	3	5	<ul style="list-style-type: none"> <li>Interact successfully in oral/signed communication.</li> <li>Use strategies that capture and retain the interest of an audience.</li> <li>Identify and respond to manipulative use of language.</li> </ul>
14.	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2	<ul style="list-style-type: none"> <li>Convert numbers between the decimal number system and the binary number system.</li> <li>Work with numbers in different ways to express size and magnitude.</li> <li>Demonstrate the effect of error in calculations.</li> </ul>

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15.	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4	<ul style="list-style-type: none"> <li>• Measure, estimate, and calculate physical quantities in practical situations.</li> <li>• Explore, describe and represent, interpret and justify geometrical relationships and conjectures.</li> </ul>
16.	119457	Interpret and use information from texts	3	5	<ul style="list-style-type: none"> <li>• Use a range of reading and/or viewing strategies to understand the literal meaning of specific texts</li> <li>• Use strategies for extracting implicit messages in texts.</li> <li>• Respond to selected texts in a manner appropriate to the context.</li> <li>• Explore and explain how language structures and features may influence a reader/viewer.</li> </ul>
17.	119457	Interpret and use information from texts	3	5	<ul style="list-style-type: none"> <li>• Use a range of reading and/or viewing strategies to understand the literal meaning of specific texts</li> <li>• Use strategies for extracting implicit messages in texts.</li> <li>• Respond to selected texts in a manner appropriate to the context.</li> <li>• Explore and explain how language structures and features may influence a reader/viewer.</li> </ul>
18.	9012	Investigate life and work-related problems using data and probabilities	3	5	<ul style="list-style-type: none"> <li>• Pose questions, collect and organise data.</li> <li>• Represent, analyse and interpret data using various techniques.</li> <li>• Use random events to explore and apply, probability concepts in simple life</li> </ul>
19.	119467	Use language and communication in occupational learning programmes	3	5	<ul style="list-style-type: none"> <li>• Access and use available learning resources.</li> <li>• Use learning strategies.</li> <li>• Manage occupational learning materials.</li> <li>• Conduct basic research and analyse and present findings.</li> <li>• Function in a team.</li> </ul> <p>Reflect on how characteristics of the workplace and occupational context affect learning.</p>
20.	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5	<ul style="list-style-type: none"> <li>• Use mathematics to plan and control personal, regional and/or national budgets and income and expend.</li> <li>• Use simple and compound interest to make sense of and define a variety of situations</li> <li>• Use mathematics to debate aspects of the national economy.</li> </ul>
21.	119465	Write/present/sign texts for a range of communicative contexts	3	5	<ul style="list-style-type: none"> <li>• Write/sign for a specified audience and purpose.</li> </ul> <p>Use language structures and features to produce coherent and cohesive texts.</p>

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
22.	123462	Demonstrate knowledge and understanding of the project and the project support services environment	3	4	<ul style="list-style-type: none"> <li>Identify and explain the core activities of a project</li> <li>Identify and explain the support functions within a selected project team.</li> <li>Explain the role of a selected support team or section in a project team and its contribution to the effectiveness of the project team.</li> </ul> <p>Investigate the different types of work done in the project team.</p>
23.	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	3	6	<ul style="list-style-type: none"> <li>Identify diversity in own Ward Committee context.</li> <li>Explain the concept of gender and equity and gender and equity approaches.</li> <li>Explain the advantages of incorporating the principles of gender and equity to development projects.</li> <li>Demonstrate gender and equity mainstreaming skills in all the stages of a development project using gender and equity participatory tools.</li> <li>Explain the resistance to change in relation to gender.</li> </ul>
24.	123436	Facilitate community participation in democratic processes and structures	3	7	<ul style="list-style-type: none"> <li>Establish the extent of participation in democratic processes and structures.</li> <li>Promote awareness of democratic processes and structures.</li> <li>Facilitate community participation in democratic processes and structures.</li> <li>Evaluate the process of awareness raising and facilitation.</li> </ul>
25.	120383	Aid in implementing and assuring project work meets quality requirements	3	6	<ul style="list-style-type: none"> <li>Describe and explain the need for consistent processes and standards to achieve quality.</li> <li>Suggest actions, within own field of expertise, in support of the development of quality project deliverables.</li> <li>Conduct tests as per test plan and communicate test results.</li> </ul>
26.	120385	Apply a range of project management tools and techniques	4	7	<ul style="list-style-type: none"> <li>Demonstrate an understanding of project management tools and techniques.</li> <li>Use a range of project management tools and techniques.</li> <li>Apply corrective action steps where project management tools and techniques usage problems occur.</li> </ul>
27.	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	4	6	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the nature of office administrative systems within a municipality</li> <li>Demonstrating an understanding of the procedures relating to compliance with public sector requirements</li> <li>Record and maintain administrative information.</li> <li>Demonstrate the ability to maintain information at the required level of confidentiality</li> </ul> <p>Process filing and indexing of important documentation</p>

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28.	120391	Apply leadership skills to relationship management	4	8	<ul style="list-style-type: none"> <li>Outline the different types of role players and relationships that exist for a leader within the public sector context and outline how these relationships can be managed.</li> <li>Create and build a sound communications strategy to enhance relations with key stakeholders and communities.</li> <li>Enhancing institutional accountability in managing relations with stakeholders and communities.</li> <li>Demonstrating an understanding of the varying dynamics in managing relationships.</li> </ul>
29.	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	4	6	<ul style="list-style-type: none"> <li>Demonstrate an ability to locate problems within a wider public sector context.</li> <li>Demonstrate an ability to perceive problem-solving as a process and manage problem-solving objectively.</li> <li>Identify levels of authority and protocols relating to the resolution of problems.</li> <li>Engage in decision-making to resolve problems and generate new ideas and solutions to contribute towards overall public sector objectives.</li> <li>Identify and apply the principles of risk management to problem analysis and decision-making.</li> </ul>
30.	242819	Motivate and Build a Team	4	10	<ul style="list-style-type: none"> <li>Explain the importance of motivating a team.</li> <li>Demonstrate an understanding of self and team members in a workplace.</li> <li>Apply theories of motivation and group dynamics.</li> <li>Implement a plan of action to strengthen a team.</li> <li>Provide feedback and recognise achievements.</li> </ul>