

National Certificate: Local Government Councillor Practices

SAQA ID: 58578

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	• Apply Integrated Development Planning (IDP) in Local Government councillor function. • Integrate overall principles of performance management in achieving Local Government objectives. • Apply the basic principles of budgeting and financial management to Local Government counselling function. • Integrate Local Economic Development (LED) into councillor functions. • Integrate key municipal programmes into overall councillor functions and programmes.
2.	242860	Apply the Batho Pele principles to own work role and context	3	4	• Explain how the Batho Pele principles apply to own work roles. • Explain how the application of Batho Pele principles determines the way in which work is done. • Identify and describe successful examples of application of Batho Pele principles in a public sector context. Explain why the Batho Pele principles are so important to government and effective service delivery in South African and own organisation.
3.	244175	Demonstrate an understanding of the policy and legal framework guiding Local Government	3	10	• Explain the legislative and policy framework applicable to Local Government in a Local Government councillor context. • Explain the functions and powers of municipalities. • Explain structural and formal elements of municipalities. Explain the policy development process and the institutions protecting constitutional democracy.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
4.	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4	- Know and understand HIV/AIDS and its effects on the human immune system - Know and understand how HIV/AIDS is transmitted - Know what behaviour is safe and what behaviour carries the risk of HIV transmission. - Know what guidelines and assistance are available to support workers with HIV/AIDS 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	- Explain the contents of the South African Public Sector Code of Conduct. - Explain the implications of the Public Sector Code of Conduct for a Public Sector organisation. - Describe the implications of the public sector Code of Conduct for a Public Sector employee. Understand basic concepts necessary to understand and apply ethical rules.
6.	244180	Exercise leadership in a councillor context	3	6	- Identify key leadership principles and competences appropriate to Local Government. - Apply communication and interpersonal skills in fulfilling Local Government functions. - Manage and resolve conflicts and problems encountered in Local Government context. Establish a value base to enhance public participation.
7.	244174	Facilitate co-operative governance and inter-governmental relations	3	6	- Identify key leadership principles and competences appropriate to Local Government. - Apply communication and interpersonal skills in fulfilling Local Government functions. - Manage and resolve conflicts and problems encountered in Local Government context. Establish a value base to enhance public participation.
8.	244186	Facilitate Council and related meetings to achieve Local Government objectives	3	6	- Explain the Local Government contexts to which various meeting procedures apply. - Explain meeting procedures applicable to committee, constituency and public meetings. - Apply meeting procedures applicable to Local Council meetings. - Apply meeting procedures applicable to Ward Committee meetings. Apply the agenda setting rules for Council and Local Government meetings.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes (Concepts/Content Covered)
9.	244188	Facilitate public participation and citizen involvement in Local Government processes	3	6	- Facilitate processes for participation and involvement of the public and citizens in achieving Local Government objectives. - Identify the key public and civil society role players within the municipality. - Explain and apply processes and structures for public and community participation in the municipality. - Explain and apply the role and the function of Ward Committees. - Explain the role and function of Community Development Workers (CDW). - Explain the role of Non-Governmental Organisations and Community Based Organisations (NGO's and CBO's). - Identify ways for municipal cooperation and partnership with private entities.
10.	244183	Fulfil the roles and the responsibilities of a councillor	3	6	- Facilitate processes for participation and involvement of the citizens in achieving Local Government objectives - Identify the key public and civil society role players within the municipality. - Explain and apply processes and structures for public and community participation in the municipality. - Explain and apply the role and the function of Ward Committees. - Explain the role and function of Community Development Workers (CDW). - Explain the role of Non-Governmental Organisations and Community Based Organisations (NGO's and CBO's). - Identify ways for municipal cooperation and partnership with private entities.
11.	244190	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes	3	6	- Understand and explain the basic approaches to advocacy. - Explain the key concepts of advocacy and representing Local Government interests in intergovernmental processes and structures. - Explain the elements of effective influencing the policies and the legislative processes affecting Local Government. - Explain the main inter-governmental and policy processes at National and Provincial level affecting Local Government. - Utilise lobbying techniques and skills to support councillor functions and roles.
12.	120394	Apply communication principles, strategies and processes in a leadership role	4	6	- Explain communication processes and the role of the leader in this process. - Identify and utilise appropriate communication tools and strategies. - Utilise information technology to enhance communications. - Develop strategies overcome barriers to communication. - Apply the theories, principles and models of communication to a leadership role within a specific context.

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13.	119472	Accommodate audience and context needs in oral/signaled communication	3	5	- Interact successfully in oral/signaled communication. - Use strategies that capture and retain the interest of an audience. - Identify and respond to manipulative use of language.
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	- Convert numbers between the decimal number system and the binary number system. - Work with numbers in different ways to express size and magnitude. - Demonstrate the effect of error in calculations.
15.	9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	3	4	- Measure, estimate, and calculate physical quantities in practical situations. - Explore, describe and represent, interpret and justify geometrical relationships and conjectures
16.	119457	Interpret and use information from texts	3	5	- Use a range of reading and/or 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.
17.	9012	Investigate life and work-related problems using data and probabilities	3	5	- Pose questions, collect and organise data. - Represent, analyse and interpret data using various techniques. - Use random events to explore and apply, probability concepts in simple life
18.	119467	Use language and communication in occupational learning programmes	3	5	- Access and use available learning resources. - Use learning strategies. - Manage occupational learning materials. - Conduct basic research and analyse and present findings. - Function in a team. - Reflect on how characteristics of the workplace and occupational context affect learning.

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19.	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5	• Use mathematics to plan and control personal, regional and/or national budgets and income and expend. • Use simple and compound interest to make sense of and define a variety of situations • Use mathematics to debate aspects of the national economy.
20.	119465	Write/present/sign texts for a range of communicative contexts	3	5	• Write/sign for a specified audience and purpose. Use language structures and features to produce coherent and cohesive texts.
21.	123462	Demonstrate knowledge and understanding of the project and the project support services environment	3	4	• Identify and explain the core activities of a project • Identify and explain the support functions within a selected project team. • Explain the role of a selected support team or section in a project team and its contribution to the effectiveness of the project team. Investigate the different types of work done in the project team.
22.	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	3	6	• Identify diversity in own Ward Committee context. • Explain the concept of gender and equity and gender and equity approaches. • Explain the advantages of incorporating the principles of gender and equity to development projects. • Demonstrate gender and equity mainstreaming skills in all the stages of a development project using gender and equity participatory tools. • Explain the resistance to change in relation to gender.
23.	123436	Facilitate community participation in democratic processes and structures	3	7	• Establish the extent of participation in democratic processes and structures. • Promote awareness of democratic processes and structures. • Facilitate community participation in democratic processes and structures. • Evaluate the process of awareness raising and facilitation.
24.	120383	Aid in implementing and assuring project work meets quality requirements	3	6	• Describe and explain the need for consistent processes and standards to achieve quality. • Suggest actions, within own field of expertise, in support of the development of quality project deliverables. • Conduct tests as per test plan and communicate test results.

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25.	120385	Apply a range of project management tools and techniques	4	7	• Demonstrate an understanding of project management tools and techniques. • Use a range of project management tools and techniques. • Apply corrective action steps where project management tools and techniques usage problems occur.
26.	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	4	6	• Demonstrate an understanding of the nature of office administrative systems within a municipality • Demonstrating an understanding of the procedures relating to compliance with public sector requirements • Record and maintain administrative information. • Demonstrate the ability to maintain information at the required level of confidentiality • Process filing and indexing of important documentation.
27.	120391	Apply leadership skills to relationship management	4	8	• Outline the types of role players and relationships that exist for a leader in the public sector context and outline how these relationships can be managed. • Create and build a sound communications strategy to enhance relations with key stakeholders and communities. • Enhancing institutional accountability in managing relations with stakeholders/communities. • Demonstrate an understanding of the varying dynamics in managing relationships.
28.	120391	Apply leadership skills to relationship management	4	8	• 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. • Create and build a sound communications strategy to enhance relations with key stakeholders and communities. • Enhancing institutional accountability in managing relations with stakeholders and communities. • Demonstrating an understanding of the varying dynamics in managing relationships. •
29.	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	4	6	• Demonstrate an ability to locate problems within a wider public sector context. • Demonstrate an ability to perceive problem-solving as a process and manage problem-solving objectively. • Identify levels of authority and protocols relating to the resolution of problems. • Engage in decision-making to resolve problems and generate new ideas and solutions to contribute towards overall public sector objectives. • Identify and apply the principles of risk management to problem analysis and decision-making.

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30	242819	Motivate and Build a Team	4	10	• Explain the importance of motivating a team. • Demonstrate an understanding of self and team members in a workplace. • Apply theories of motivation and group dynamics. • Implement a plan of action to strengthen a team. • Provide feedback and recognise achievements