

No. 237

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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Administration

Registered by Organising Field 03, Business, Commerce and Management, publishes the following qualification and unit standards for public comment.

This notice contains the **titles**, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards. The qualification and unit standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate for Standards Setting and Development at the SAQA offices, **Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.**

Comment on the unit standards should reach SAQA at the address below **and no later than 73 April 2006**. All correspondence should be marked **Standards Setting – SGB for Administration** and addressed to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

Further Education and Training Certificate: Municipal Finance and Administration

SAQA QUAL ID	QUALIFICATION TITLE		
50372	Further Education and Training Certificate: Municipal Finance and Administration		
SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Administration	3		
QUAL TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD	
Further Ed and Training Cert	Business, Commerce and Management Studies	Public Administration	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	157	Level 4	Regular-Unit Stds Based

PURPOSE AND RATIONALE OF THE QUALIFICATION

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. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. The FETC: Municipal Finance and Administration is aimed at practitioners working in or wishing to work in the Municipal sector. It is a Qualification in a career pathway towards an accomplished municipal financial management specialist.

The FETC in Municipal Finance and Administration, consists of exit level learning outcomes, covering municipal accounting, administration, budgeting, computing, quantitative calculations, human resource management and legislative framework for the public sector. The competencies covered in the proposed unit standards encapsulate the competencies required by public officials working at the operational level (technical support staff in municipalities).

The Qualification will therefore enhance the ability of the qualifying learner as a municipal finance official to perform the necessary financial administration tasks. In this way, the Qualification enhances transferability of skills within different spheres of the public sector. At the same time, a learner will gain a firm foundation required for studies leading to Qualifications registered at NQF levels 5 (diploma), 6 and 7. All these enhance transferability of skills between the private and public sector.

With regard to the implementation of municipal financial management reforms, the Qualification serves, as a basis of an effective implementation process by defining and identifying those competencies required by technical public officials. The possession of relevant knowledge, skills and attitude by technical municipal officials is crucial to the implementation of municipal financial management reforms.

Qualifying learners could follow a career within the Public Sector:

- > Financial Services.
- > Administration.
- > Management.
- > Accounting.
- > Project/Public Entity Management.

Rationale:

Municipal officials in South Africa operate in diverse operating and service delivery circumstances. They have to be widely acknowledged for their understanding and awareness of the unique characteristics and

challenges they may face in the process of service delivery.

It is imperative that municipal officials receive up to date relevant and respected municipal financial administration training that recognises that the knowledge and skills, which South Africa's local government sphere require, has been satisfactorily obtained. In order to do that most effectively, municipal officials need to have excellent awareness and understanding of the changing needs of today's municipal service delivery systems and to identify very clearly the highly relevant expertise which these officials bring to their roles in the public sector.

The exit level outcomes highlight many of the municipal financial management skills required within local government sector. Such skills and knowledge are geared towards enabling municipal officials to operate effectively and successfully in a demanding environment that calls for the adopting of strong Batho Pele principles, working closely with the community whilst fulfilling the needs of the public sector. Therefore, exit level outcomes and related assessment criteria are outlined for the areas of competence, which mark out municipal financial management as key and highly influential in the municipal service delivery.

It is understandable that most municipal officials will occupy specialised positions that do not require all of the contributions outlined in this Qualification. In that sense, some of the exit level outcomes are shown as electives that address specialised knowledge and skills.

This FETC in Municipal Finance and Administration is a specialised Qualification that offers administrative and financial knowledge and skills to learners who:

- > Have attained a National Certificate in Business Administration: Level 3 or any related financial, accounting, or public administration Qualification or equivalent and wish to continue on a path of life-long learning within the Public Finance Management and Administration or other related Qualifications.
- > Have worked in Public Administration, Accounting, Public Financial Management, Municipal Financial Administration/Management for many years, but have no formal Qualifications in their area of expertise.
- > Wish to extend their range of skills and knowledge Municipal Financial Management so that they can become knowledge workers.
- > Are contracted in a learnership agreement.
- > Have recently taken up a position in Public Finance Management and Administration.
- > Have not yet acquired the skills and competencies required for learning in the Diploma in Public Financial Management and Administration at NQF level 4.

The skills, knowledge, values and attitudes reflected in the Qualification are building blocks that will be developed further in a related Diploma at NQF Level 5. The intention is:

- > To promote the development of knowledge and skills that are required for the efficient performance of technical Municipal Financial Management functions.
- > To release the potential of people.

The FETC in Municipal Finance and Administration: NQF Level 4 should produce knowledgeable, multi-skilled workers who are able to contribute to improved productivity and efficiency within the local government sphere sector. It should provide the means for current workers to receive recognition of prior learning, to upgrade their skills and achieve a nationally recognised Qualification. It should also assist new entrants to the public sector.

It will ensure that the quality of education and training in the public sector is enhanced and of a world-class standard.

The Qualification will allow both those in formal education and those already employed in organisations in the Municipal Financial Administration field of learning in the local government sphere access to a Qualification that can be used as a benchmark to gauge their competence against local and international standards.

RECOGNIZE PRIOR LEARNING?

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LEARNING ASSUMED TO BE IN PLACE

All learners accessing this Qualification must be in possession of a Further Education and Training Certificate or equivalent Qualification, bearing in mind the learning assumed to be in place. Learners must have completed a Grade 12 (Matric) Qualification or grade 11 with two years work experience. Learners will have competences in a First and Second Language, as well as Communication NQF Level 3, Mathematical Literacy as per the NQF level 3 and Computer Literacy NQF Level 3.

> Fundamental Component:

Unit Standards to the value of Twenty credits in Communication in a First Language and Twenty credits in Communication in a Second Language have been included. The inclusion of the Unit Standards in Communication in a Second Language is to enhance the ability of South Africans to communicate with each other in our multi-lingual country.

The Unit Standards for Communication in the Second South African Language are to be chosen from the following official languages: English, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, isiNdebele, isiXhosa, isiZulu and sign language. The Second Language implies a language other than the language of instruction of, or the language taken as the First Language for this Qualification. The selection of the Second Official Language should be based on the language(s) of the people to whom the Learner is most likely to deliver a service.

Sixteen credits in Mathematical Literacy have also been included in the Fundamental Component.

These Fundamental Unit Standards will add value to learners both socially and economically in terms of their ability to operate as literate and numerate workers in a global economy. Their inclusion means that the Qualification conforms to the requirements for a FETC so granting the learning access to Qualifications in the Higher Education band, subject to the entrance requirements applied by providers to specific Qualifications.

All the Fundamental Unit Standards are compulsory.

> Core Component:

Eighty-three credits have been allocated to Unit Standards in the Core Component of this Qualification. This is to ensure that the Qualification has a strong Financial and Administration concentration. The Unit Standards classified as Core describe Municipal Financial Administration knowledge and skills that are generic to the local government sphere where Finance and Financial Management functions of one kind or another are executed. They provide an opportunity to develop knowledge of Local Government Financial Management through research, formal learning and workplace practice and/or simulated situations. The Unit Standards encourage application of knowledge and skills in real situations. The Core Unit Standards provide the basic knowledge and skills that all workers need to know about Municipal Finance and Administration.

All the Core Unit standards are compulsory.

> Elective Component:

There are Unit Standards totalling One Hundred and Four credits in this Component. These Unit Standards continue from the Core component in focusing on learning areas pertinent to Municipal Financial Administration and will enable learners to gain specialist knowledge and skills, which are particularly relevant, or of interest to the learner or a particular learning context.

Learners are required to select Electives that add up to a minimum of Eighteen credits. It is preferable that the learner chooses Unit Standards that will enhance and add value to their careers and the organisation as a whole.

The learner may also select other Unit Standards at the level of the Qualification, not listed in this Qualification, but which would enhance the learner's work performance or employability, or which are of particular interest to the learner, with the approval of the relevant ETQA.

EXIT LEVEL OUTCOMES

On achieving this Qualification, the learner will:

1. Discuss and implement selected legislative and regulatory guidelines governing the public sector management and administration environment.
2. Apply accounting principles and procedures for municipal resource management.
3. Conduct revenue and cost analysis in the context of multi-year revenue and expenditure management in municipalities.
4. Explain and apply management information systems in a municipal environment.

5. Manage self and projects in a municipal environment.
6. Design and apply administrative principles, procedures and systems in municipal office administration.

Critical Cross-Field Outcomes:

This Qualification deals with the Critical Cross-Field Outcomes, as indicated in each of the associated Unit Standards contained in the Qualification.

ASSOCIATED ASSESSMENT CRITERIA

On achieving this Qualification, the learner will:

1:

- > The Public Finance Management Act and Municipal Finance Management Act are explained and applied appropriately to different financial problems within a municipality.
- > The regulations governing Division of Revenue among different spheres of government are applied to simulated and real financial situation.
- > The fundamental aspects of the organisation and operation of South Africa's legal system are identified and explained with examples.
- > Essential elements required to establish and discharge valid contracts are identified and explained according to the appropriate public sector environment with examples.
- > Human resources legislation is explained and applied in a municipal environment according to labour legislation requirements.
- > Employee health, safety and security administration is implemented in the workplace.

2:

- > The various elements of a municipal accounting system and accounting information system are described and applied in own work context.
- > The principles of budgeting for the preparation of municipal budgets are applied and integrated into own work context.
- > A municipal budgeting and financial reporting cycle is explained with examples.
- > Accrual accounting procedures are applied to account for accruals and prepayments.

3:

- > A cost-volume-profit analysis is conducted in the management of municipal revenue and costs.
- > How costs and revenue behave in different operations of a municipality is explained with practical examples.
- > A schedule of relevant costs and revenue to support a decision making process is compiled in own work context.
- > Revenue variances are determined for different sources of municipal revenue.

4:

- > A management information system and how it impacts on a municipality is explained with examples.
- > Features and opportunities of commonly used IT systems are explained with examples.
- > The value and cost of information is described and evaluated with practical workplace examples.
- > The importance of a management information system in the management of municipal finances and administration is described with examples.
- > A management information system is implemented according to municipality requirements and the context of the specific workplace.

5:

- > Self-development principles practiced according to own and organisational requirements.
- > Municipal financial projects are planned, executed, controlled and closed according to the project plan and scope.
- > Management principles are applied to self, team members and projects using accepted management techniques to enhance deliverables.

6:

- > The administrative systems within a municipality are explained with examples.
- > Administrative information is maintained at the required level of confidentiality in own work context.
- > The principles of information systems are integrated into administrative and record keeping functions.
- > Municipal administrative procedures and principles are utilised to manage records within a municipal information system.

Integrated assessment:

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification.

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic municipal financial management contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflective competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

INTERNATIONAL COMPARABILITY

Benchmarking was done by comparison to Unit Standards/Outcomes of learning against the Standards Public Finance Management and Administration in:

- > Australia.
- > Kenya.
- > The United Kingdom and Ireland.
- > Tanzania and Uganda.
- > Namibia.

> Australia:

Australia, a Chief Financial Officer (CFO) in any level of government is expected either to be a Chartered or Certified Practising Accountant. The Qualification of a Chartered or Certified Practising Accountant requires a minimum of a three-year degree, articles served over a three-year period and a further training course designed by the relevant professional body. Those who desire to move from a specialist senior management position to general management usually use their credits towards an MBA Qualification and concentrate on study units relating to general and strategic management and industry specific units. The National Certificate: Municipal Finance Management and Administration Qualification is a technical Qualification at a level lower than that of CPA.

> Kenya:

Kenya Accountants and Secretaries National Examination Board (KASNEB) is an examination body which registers learners and sets, administers and manages accounting, finance, administration and management examinations both at professional and technician levels. The examinations of the Board are recognised worldwide and are comparable to similar professional examinations (ACCA and CIS) in the world.

The Board administers the following four major examinations:

- > The Certified Public Accountants (CPA) examination for those learners who wish to qualify and work as professional accountants, auditors, finance managers, tax and financial consultants. The CPA Qualification has two elective subjects on government finance and government Accounting. The learning outcomes underlying this Qualification are equivalent to SAQA's NQF Level 7 outcomes.

> The Certified Public Secretaries (CPS) examination for those learners who wish to qualify and work as corporate secretaries, company secretaries, town clerks, secretary managers, consultants and managers in industry and commerce; administrators and human resources advisers in public and private institutions. The CPS Qualification has two elective subjects on government finance and government Accounting. The learning outcomes underlying this Qualification are equivalent to SA's NQF Level 6 broad outcomes. This is the highest Qualification that must be held by candidates seeking to fill Municipal Managers (Town Clerk) and Treasurers positions in Kenya's local government.

> The Kenya Accounting Technicians Certificate (KATC) examination for those learners who wish to obtain a Qualification as specialised middle-level accountants, who are also known as accounting technicians. The learning outcomes of this Qualification closely match those attributable to accounting technicians' Qualifications registered at an NQF Level 5 in South Africa.

The Kenya Administration and Management Examination (KAME) is for those learners who wish to obtain a Qualification as supervisors, administrative officials, section heads and first level managers and administrators in the public and private sectors.

Middle managers in administration in the Kenyan government or local governments are expected to hold either the KATC or KAME Qualifications.

> The United Kingdom and Ireland:

The United Kingdom and Ireland, Financial Managers in Public Administration are expected to be members of the Chartered Institute of Public Finance and Accountancy (CIPFA) and to comply with their requirements. CIPFA promotes public sector finance management interest through its professional Qualification and continuing professional development scheme; and through its regulatory role comprising the setting of professional standards and the maintenance of a professional disciplinary scheme for members. The National Certificate in Municipal Finance Management and Administration form a good basis for learners who wish to qualify as CIPFA members. The National Certificate Municipal Finance Management and Administration should be seen a reasonable bridging programmes to three-year higher education programmes offered by Universities in the UK.

> Tanzania and Uganda:

Faculties of economics and management sciences at universities tend to offer subjects whose technical and academic content is closely aligned to the examinations administered by KASNEB. It follows that there is insignificant coverage of public sector finance and accounting issues given that they tend to receive a peripheral treatment in the CPS/CPA examinations administered by KASNEB. The training situation is not materially different from that prevailing in Tanzania and Uganda given that the *two countries* have tended to adopt a similar approach to training of management, accounting and finance professionals.

> Namibia:

The University of Namibia has a certificate programme in Taxation and Public Finance, which was designed in 2000 to equip those high school graduates with experience in technical accounting issues in the central and local government.

On the basis of the scope of subjects and related learning outcomes addressed, this certificate programme can only be equated to certificates in finance registered at an NQF Level 5. This Qualification provides a foundation to first degrees in accounting, administration and finance at the same university. The holders of this Qualification require a further advanced degree in order to hold the positions of CEO's or CFO's at government organisations.

This National Certificate in Municipal Finance Management and Administration NQF Level 4 contains the skills and knowledge required for the South African situation. This Qualification presents the learner with the necessary knowledge and skills required to carry out public financial management and administration functions in South Africa. The competencies related to the administration, accounting and finance function are specifically dealt with in this Qualification.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following Qualifications:

- > **49129:** "Further Education and Training Certificate: Management and Administration", NQF Level 4
- > **48960:** "Further Education and Training Certificate: Social Security Administration", NQF Level 4.
- > **35928:** "National Certificate: Business Administration Services", NQF Level 4.

- > 23235: "National Certificate: Business Studies: Administration: FET Phase", NQF Level 4.
- > 35927: "National Certificate: Payroll Administration Services", NQF Level 4.

Vertical articulation is possible with the following Qualifications:

- > **49554**: "National Diploma: Public Finance Management and Administration", NQF Level 5.
- > **49126**: "National Certificate: Management and Administration", NQF Level 5.
- > 50060: "National Certificate: Public Administration", NQF Level 5.
- > 35926: "National Diploma: Payroll Administration Services", NQF Level 5.

MODERATION OPTIONS

- > Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education, Training, Quality, Assurance (ETQA) Body, or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- > Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant Education, Training, Quality, Assurance (ETQA) Body, or with an ETQA that has a Memorandum of Understanding with the Financial Services (FASSET) ETQA.
- > Assessment and moderation of assessment will be overseen by the relevant Education, Training, Quality, Assurance (ETQA) Body, or by an ETQA that has a Memorandum of Understanding with the FASSET ETQA, according to the ETQA's policies and guidelines for assessment and moderation.
- > Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

- > A minimum of 2 (two) years' practical, relevant occupational experience in Administration.
- > To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA).
- > To be in possession of a Qualification in Debt Recovery or Credit Management at an NQF Level 5 or higher.

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
core	123455 Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system	Level 4	10	Draft - Prep for P Comment
Core	123456 Participate in employee health, safety and security administration at the workplace	Level 4	10	Draft - Prep for P Comment
core	123457 Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities	Level 4	12	Draft - Prep for P Comment
core	123458 Administer accounting and budgeting for input into municipal financial resource management	Level 4	15	Draft - Prep for P Comment
core	123459 Manage self development in the workplace	Level 4	6	Draft - Prep for P Comment.
core	123460 Develop and apply administrative principles in the implementation of Municipal Office Administration	Level 4	6	Draft - Prep for P Comment
core	119334 Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 5	12	Registered
core	119352 Apply principles of information systems to public finance and administration	Level 5	12	Registered
Elective	114878 Identify and measure the factors that influence productivity	Level 4	10	Registered
Elective	120385 Apply a range of project management tools and techniques	Level 4	7	Registered

Elective	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 5	4	Registered
Elective	15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4	Registered
Elective	115405	Apply principles of knowledge management to organisational transformation	Level 5	10	Registered
Elective	115823	Gather and manage information for decision-making	Level 5	5	Registered
Elective	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 5	20	Registered
Elective	119336	Manage the development and performance of human capital in the public sector	Level 5	12	Registered
Elective	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 5	15	Registered
Elective	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10	Registered
Elective	119954	Apply Public Service labour legislation in mediation	Level 5	6	Registered
Fundamental	119457	Interpret and use information from texts	Level 3	5	Registered
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	119472	Accommodate audience and context needs in oral/sign communication	Level 3	5	Registered
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6	Reregistered
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Reregistered
Fundamental	9016	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4	Reregistered
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	5	Reregistered
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5	Registered
Fundamental	119462	Engage in sustained oral/sign communication and evaluate spoken/sign texts	Level 4	5	Registered
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5	Registered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

1

SAQA US ID	UNIT STANDARD TITLE		
123455	Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system		
SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Administration	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Public Administration	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 4	Regular

SPECIFIC OUTCOME 1

Explain records management in the context of municipal management information system.

SPECIFIC OUTCOME 2

Describe a records retention programme for a municipality.

SPECIFIC OUTCOME 3

Recommend records protection and disaster recovery procedures.

SPECIFIC OUTCOME 4

Apply filing systems in electronic records management.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

2

SAQA US ID	UNIT STANDARD TITLE		
123456	Participate in employee health, safety and security administration at the workplace		
SGB Administration		3	
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Health and Safety Management Studies	General Management 1	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 4	Regular

SPECIFIC OUTCOME 1

Demonstrate knowledge and insight into the Compensation for Occupational Injury and Disease Act (COIDA).

SPECIFIC OUTCOME 2

Conduct a security threat assessment in a defined operational area.

SPECIFIC OUTCOME 3

Identify and discuss types of disasters within the context of risk management so as to explain their implications on communities and the municipality.

SPECIFIC OUTCOME 4

Explain the effects of chronic illness and other contemporary health issues that affect work productivity.

SPECIFIC OUTCOME 5

Demonstrate an understanding of the purpose of an Emergency Services Division in a municipality.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

3

Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities

SAQA US ID	UNIT STANDARD TITLE		
123457	Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities		
SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Administration	3		
REGULAR	IG	IG FIELD	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Public Administration
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	12	Level 4	Regular

SPECIFIC OUTCOME 1

Perform cost-volume-profit analysis in the management of municipal revenue and costs.

SPECIFIC OUTCOME 2

Determine how costs and revenue behave in different operations of a municipality.

SPECIFIC OUTCOME 3

Prepare schedule of relevant costs and revenue to support a decision making process.

SPECIFIC OUTCOME 4

Determine viability of selected revenue sources of municipal service delivery activities.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

Administer accounting and budgeting for input into municipal financial resource management

SAQA US ID	UNIT STANDARD TITLE		
123458	Administer accounting and budgeting for input into municipal financial resource management		
SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Administration	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Public Administration	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	15	Level 4	Regular

SPECIFIC OUTCOME 1

Demonstrate an understanding of and apply various elements of a municipal accounting system.

SPECIFIC OUTCOME 2

Implement and use the municipal accounting information system.

SPECIFIC OUTCOME 3

Process payroll transactions in a municipality.

SPECIFIC OUTCOME 4

Apply the principles of budgeting to budget for financial resources of a municipality.

SPECIFIC OUTCOME 5

Plan and prepare a budget and financial reporting cycle.

SPECIFIC OUTCOME 6

Apply accrual accounting procedures to account for accruals and prepayments to effectively monitor control accounts.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

5

SAQA US ID	UNIT STANDARD TITLE		
123459	Manage self-development in the workplace		
SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Administration	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Public Administration	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	6	Level 4	Regular

SPECIFIC OUTCOME 2

Demonstrate an ability to develop own short-term and long-term career plans.

SPECIFIC OUTCOME 3

Demonstrate an understanding of professional ethics and code of conduct in a municipal environment.

SPECIFIC OUTCOME 4

Operate as a member of a team in the workplace.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

6

Develop and apply administrative principles in the implementation of Municipal Office Administration

SAQA US ID	UNIT STANDARD TITLE		
123460	Develop and apply administrative principles in the implementation of Municipal Office Administration		
SGB NAME	ORGANISING FIELD ID	PROVIDER NAME	
SGB Administration	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Generic Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	6	Level 4	Regular

SPECIFIC OUTCOME 1

Demonstrate an understanding of the nature of office administrative systems within a municipality.

SPECIFIC OUTCOME 2

Record and maintain administrative information.

SPECIFIC OUTCOME 3

Maintain information at the required level of confidentiality.

SPECIFIC OUTCOME 4

Demonstrate an understanding of and apply the personnel procedures relating to compliance with municipal requirements.

SPECIFIC OUTCOME 5

Process filing and indexing of important documentation.