

GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 407

11 May 2007



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 full qualification and unit standards can be accessed via the SAQA web-site at www.saq.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the qualification and unit standards should reach SAQA at the address below and **no later than 11 June 2007**. All correspondence should be marked **Standards Setting – Administration** and addressed to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: Local Government Councillor Practices

SAQA QUAL ID	QUALIFICATION TITLE		
58578	National Certificate: Local Government Councillor Practices		
SGB	PROVIDER		
SGB Administration			
ETQA			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	3 - Business, Commerce and Management Studies	Office Administration	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	130	Level 3	Regular-Unit Stds Based

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

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.

The learning outcomes contained in this qualification are based on the competencies required to contribute to municipal processes from a councillor perspective. These competences relate to:

- Demonstrating an understanding of the interests of the people in a municipality.
- Demonstrating an understanding of the main issues in their municipality.
- Providing the link between the public and the council and ensuring primary loyalty to the public.
- Participating in policy making.
- Participating in decision-making pertaining to local government matters.
- Passing by laws.
- Giving direction to the related administration.

Learners entering this qualification may come from various backgrounds and will generally be persons, elected for the purpose of serving as a Local Government councillor in order to achieve municipal objectives.

Rationale:

The qualification is aimed at learners in a Local Government context who facilitate democratic relations between the community, Local Government and various stakeholders that impact on Local Government democratic processes. The qualification provides key competences to councillors to fulfill their mandate in respect of improving the lives of all people in their municipalities. It provides the learner with the necessary skills, knowledge and attitudes required to be a proactive link between the public and the council. The councillors play a critical role in

achieving the objectives of Local Government, including giving a practical meaning and substance to the basic political commitment that 'the People Shall Govern'. The councillors play a critical role in the facilitation of proper communications between various parties within Local Government and the community to ensure that Local Government objectives are achieved in a proactive and democratic manner. The typical learner enrolled for this qualification will be a council member, wishing to improve his competencies related to the fulfillment of the requirements of his/her role as a council member. In addition persons seeking future employment in the Local Government sector may choose to complete the qualification.

This qualification is part of the learning pathway in Local Government administration, management and governance. The learning pathway includes learning opportunities in administration and finance, local economic development and leadership in Local Government, and integrated development planning. The learning pathway provides varied opportunities for a learner wishing to embark on a career within local government and are also complementary to other qualifications within the public sector.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

It is assumed that the learners accessing this qualification are competent in:

- Communication at NQF Level 2.
- Mathematical Literacy at NQF Level 2.

Recognition Of Prior Learning:

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible. Learner and Assessor will jointly decide on methods to determine prior learning and competence in the knowledge, skills, values and attitudes implicit in the Qualification and the associated Unit Standards. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

Recognition of Prior Learning allows for:

- Gaining of credits towards Unit Standards in this Qualification.
- Obtaining this Qualification in whole or in part.

All recognition of Prior Learning is subject to quality assurance by the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

Access to the qualification:

- Access to this Qualification is open, bearing in mind the Learning Assumed to be in Place itemised below.

QUALIFICATION RULES

The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 130 credits is required to complete the qualification:

- Fundamental Component:

Unit standards totaling thirty six (36) credits are allocated to the Fundamental Component: twenty (20) credits in Communication and sixteen (16) credits in Mathematical Literacy.

All these standards are compulsory.

- **Core Component:**

Unit standards totaling eighty credits (80) have been allocated to the Core Component of this Qualification. This is to ensure that the Qualification has a strong Councillor focus. The unit standards classified as Core describe the integral functions and activities required to be a Local Government councillor. They provide an opportunity to develop knowledge of key municipal processes, facilitate public participation in Local Government processes and to facilitate corporate governance via an understanding of intergovernmental relations. The unit standards encourage the application of knowledge and skills in real life situations.

All these standards are compulsory.

- **Elective Component:**

There are unit standards totaling sixty one (61) credits in this Component. These unit standards continue from the core component in focusing on learning areas pertinent to a Local Government councillor. Learners are required to select Electives that add up to at least fourteen (14) credits. The learner may select other unit standards at the level of this qualification, not listed here, 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

1. Demonstrate an understanding of how Local Government functions.
2. Fulfill the roles and responsibilities of councillors to achieve Local Government objectives.
3. Apply municipal processes to the councillor function.
4. Facilitate public participation and citizen involvement in local government processes.

ASSOCIATED ASSESSMENT CRITERIA

1.
 - The policies and the legal framework guiding Local Government are explained in the context of the councillor function.
 - The functions and powers of municipalities are explained with examples.
 - Public participation as a key municipal objective is explained and applied from a councillor perspective.
 - Co-operative governance is explained in the context of other government departments and how this impacts on Local Government objectives.
2.
 - An understanding of the roles and responsibilities of the different types of municipal councillors is demonstrated and explained with examples and reference to a particular work context.
 - Roles and responsibilities of municipal councillors are integrated and coordinated to achieve Local Government objectives.
 - The concepts of democratising development, empowering and redistribution are understood and applied in a particular work context.
 - The code of conduct for municipal councillors is applied to a particular work context.
 - The levels of authority and the scope of delegation are identified as they relate to municipal councillor roles and responsibilities.
 - Leadership principles are applied to the councillor role.
 - Council and related meetings are facilitated in order to achieve Local Government objectives.
- 3.

- Integrated Development Planning (IDP) is applied to Local Government councillor function.
- The overall principles of performance management is integrated in order to achieve Local Government objectives and identify key councillor function.
- The basic principles of municipal budgeting and financial management are applied to councillor function.
- Local Economic Development (LED) is integrated into the councillor function.
- Key municipal programmes are identified and integrated into overall councillor functions.

4.

- The processes for the participation and involvement of the general public and civil society representatives within the municipality are facilitated according to Local Government public participation objectives.
- Ward committees, community development workers, NGOs and CBOs are engaged in public participation processes in order to achieve Local Government objectives in a particular manner.
- The private sector is engaged to enhance Local Government objectives.
- Key municipal interests are advocated to enhance public participation and citizen involvement in Local Government processes.

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 strategic analysis and planning competencies should be conducted in conjunction with other aspects and should use authentic municipal development 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/ed, 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

An international search found that there are several countries that offer qualifications for Local Government councillors. In particular a number of qualifications were found in:

- Ireland.
- United Kingdom.

- United States.
- Australia.

The best information about designing and evaluating Local Government qualifications was found in Australia, where the only qualification associated with unit standards and assessment criteria was found.

Some countries have induction handbooks on the councillor function as is the case in South Africa.

Comparatively, in African countries, councillor development facilitation was found in:

- Tanzania.
- Zambia.
- Malawi.

However, the programmes are more informal in nature and tend to be encompassed in other Local Government programmes.

Africa:

- Tanzania:

At present Tanzania has short programmes for councillors and Ward Committees members.

- Zambia:

Zambia is still setting up suitable public participation processes. To date, the focus has been on social development of the urban poor. Zambian councillor activities and related programmes centre on poverty alleviation programmes and do not include planning and municipal processes and structures as in this South African qualification.

- Malawi:

Malawi instituted a Local Governance and Development Management Programme in 1997 to contribute towards the eradication of poverty in Malawi by improving governance through broader citizen participation in decision-making and enhanced performance of central and local government in district development.

The United Nations Development Program participated in capacity building for effective decentralized participatory development at district and community levels aimed at enhancing government and civil society capability to design, plan, implement, monitor and evaluate anti-poverty programmes. The specific capacity building strategies included undertaking civic education for local governance, human rights and sustainable livelihoods issues.

Other countries:

- Ireland:

Ireland does not have a specific qualification for councillors. However it does have a similar type of induction handbook as has been developed in South Africa. This handbook articulates to a Generic Management diploma with the following modules:

- Managing the business.
- Managing resources and information.
- Managing people for personal effectiveness.

- Managing people; teams and individuals.
- Managing communication.
- Managing change.

This modular approach is based on the Competency Framework for Public Sector Managers, developed in conjunction with the Chief Executives' Forum.

Supervisory, Administrative and Operational Staff Development:

Competency based programmes, which are accredited by the Institute of Leadership and Management, are available to employees in supervisory, administrative/clerical and operational posts.

Women's Development:

The Women's Development Steering Group is promoting a major initiative which run throughout 2006. It is branded "Women in Local Councils Making a Difference".

Elected Members' Training and Development:

The Steering Group, comprising two representatives each from the National Association of Councillors, the NI Local Government Association and the Employers' Side of the NJ Joint Council, issued a Councillor's Handbook and a template for an Induction Programme following the Local Government elections in 2005:

- Mandate and vision statement.
- Outputs roles and activities.
- Strategic priorities.
- Operational Structures.
- Short Courses, Conferences and Seminars.

The following are the generic objectives:

- The development of perspectives across business and management disciplines.
- The acquisition of management knowledge and skills, building upon students' own experience.
- Examination of a variety of managerial issues.
- Further development of teamworking skills.
- The examples cited below include a sub-degree course.
- (Certificate in Management Practice) and a postgraduate course (MSc in Business Improvement).
- Certificate in Management Practice.

On successful completion of the programme, participants will:

- Have acquired an understanding of the functions and processes of management.
- Be able to define the environmental and organisational context within which management occurs.
- Be aware of the functional areas of management and appreciate their interaction.
- Have increased their self-awareness and better understanding of others.

United Kingdom:

In the UK there are no formal qualifications for councillors. However there is a national framework contract in place for vendors of key training short courses. There is also a councillor mentoring programme in place.

The main body that works with councillors is the I&DeA (Improvement and Development Agency). This body works in partnership with all councils to enhance the performance of the best, accelerate the speed of improvement and develop the Local Government sector as a whole. From the 3rd April 2006, the I&DeA has been responsible for the following work:

- People management (HR performance and capacity building).
- Dialogue (diversity and equality).
- Workforce development (recruitment and careers, National Graduate Development Programme and skills and development).
- Regional work to include the regional skills and capacity advisors.
- Local Government pay and workforce strategy.

In essence, the programme objectives of the I&DeA are similar to that of South Africa and their vision is to 'ensure prosperous and cohesive communities, offering a safe, healthy and sustainable environment for all'.

The primary purpose of the national programmes is to develop affordable programmes that address council's shared capacity building needs. The programme focuses on seven themes, ie. leadership, corporate capacity, workforce capacity and support for generic skills. Specific council capacity building includes:

- Facilitating council meetings.
- Working with regional LGA and Assemblies, central bodies, universities and the private sector (stakeholder consultation).

More specifically, a councillor mentoring programme is in place and it aims to provide an innovative way to establish support and build political leadership capacity within local authorities. It offers a range of peer mentoring activities that will continue to build capacity and support increased role effectiveness and performance of councillors at all levels.

United States:

There are no formal qualifications listed for councillors in the United States although there are many short courses addressing Local Government councillor capacity building programmes. The courses are listed as follows:

- Zoning.
- Special Use Permits; 1 Hour (gas stations, dog kennels, convenience stores, and fast food restaurants).
- Adopting and Amending Zoning; 1½-2 Hours (the origins of zoning and the purposes for adopting regulations; the role of the municipal comprehensive plan).
- Community Design Tools; Taking Control of Your Community's Character; 2 Hours; Municipal officials have a variety of tools available to them to help shape the appearance of their community. At this session you will hear about tools ranging from simple design guidelines to landscape ordinances to architectural review boards.
- Conservation Subdivision; 1.5 hours (Even well planned conventional subdivisions can lead to sprawl). This session will look at conservation subdivision, a form of cluster subdivision, which redistributes development on a site in manner that preserves important environmental, historical, and aesthetic features.
- Creating Affordable Housing in Your Community; 1.5 Hours.
- Creating Quality Communities; Tools and Strategies for Municipalities; 1.5 Hours.
- This course defines Smart Growth and illustrates its key principles within the context of New York's Quality Communities Initiative.
- Enforcement of Zoning and other Local Laws; 1½-2 Hours.
- How to Conduct Effective Meetings and Hearings; 1-2 Hours.
- Importance of Planning and Zoning Board Minutes; 1 Hour.

- Intermunicipal Planning; 1-2 Hours.
- Local Planning and Zoning; Who does what to whom and when?; 2 Hours.
- Making a Good Record: Minutes; Findings, & Decision Documents; 2 hours.
- Municipal Comprehensive Plan; 1-2 Hours.
- Municipal Regulation of Windmills; 1.5-2 hours.
- Open Space Planning; 1.5 Hours (A discussion of the town's options regarding the enhancement of its park and recreation system).
- Planned Unit Developments; 1-2 hours.
- Planning and Zoning Case Law; 1-2 Hours.
- Planning Board Overview; 2-2½ Hours.
- Planning for Pedestrians; A Healthy Step; 1-2 Hours.
- Records, Findings & Decisions; 1-1½ Hours.
- Revising Zoning; 1½-2 Hours.
- SEQRA Introduction to the State Environmental Quality Review Act; 2½ Hours.
- Site Plan Review and Special Use Permits; 1-2 Hours.
- Subdivision Review; 2 Hours.
- Unraveling the Mystery of the Use Variance; 1-1½ Hours.
- Zoning Board of Appeals Overview; 2-2½ Hours.

Interestingly, Delaware has a Delaware Institute for Local Government Leaders. Its last programme addressed contemporary issues facing local governments, including:

- Complying with Delaware's New Municipal Election Law.
- USDA Rural Development Grant Opportunities for Municipalities.
- Defining an Economic Development Process for Your Downtown.
- The National Telecommunications Act: the National League of Cities' Perspective.
- New Professional Group Addresses Municipal E-Government Best Practices.
- Healthy Communities: Promoting Walkability and an Active Lifestyle.

It would seem that the United States, whilst offering no formal qualifications for councillors does have a wide variety of short courses that address critical and contemporary local government issues from a councillor's perspective.

Australia:

There is a strong focus in Local Government programmes in Australia, including formal qualifications as listed below:

Certificate I:

- LGA10104 Certificate I in Local Government.
- LGA10204 Certificate I in Local Government (Operational Works).

Certificate II:

- LGA20104 Certificate II in Local Government.
- LGA20204 Certificate II in Local Government (Operational Works).

Certificate III:

- LGA30104 Certificate III in Local Government.
- LGA30204 Certificate III in Local Government (Health and Environment).
- LGA30304 Certificate III in Local Government (Operational Works).
- LGA30404 Certificate III in Local Government (Regulatory Services).

Certificate IV:

Source: National Learners' Records Database

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- LGA40104 Certificate IV in Local Government.
- LGA40204 Certificate IV in Local Government Administration.
- LGA40304 Certificate IV in Local Government (Health and Environment).
- LGA40404 Certificate IV in Local Government (Operational Works).
- LGA40504 Certificate IV in Local Government (Regulatory Services).
- LGA40604 Certificate IV in Local Government (Land Management).
- LGA40704 Certificate IV in Local Government (Planning).

Diploma:

- LGA50104 Diploma of Local Government Administration.
- LGA50204 Diploma of Local Government (Health and Environment).
- LGA50304 Diploma of Local Government (Land Management).
- LGA50404 Diploma of Local Government (Operational Works).
- LGA50504 Diploma of Local Government (Planning).
- LGA50604 Diploma of Local Government (Regulatory Services).

Advanced Diploma:

LGA60104 Advanced Diploma of Local Government (Operational Works).

More specifically, the unit standards are categorised according to:

- Common units.
- Administration units.
- Regulatory service units.
- Health and environment units.
- Land management units.
- Planning units.
- Operational work units.
- General elective units.

The unit standards titles are listed below (the levels are not indicated):

- LGACORE101B Access learning and career development opportunities.
- LGACORE102B Follow defined OHS policies and procedures.
- LGACORE103B Provide service to local government customers.
- LGACORE104B Work effectively in local government.
- LGACORE105B Work with others in local government.
- LGAGOVA303B Coordinate production of communication materials.
- LGACOMP007A Participate in policy development.
- LGACOMP008A Apply conflict resolution strategies.
- LGACOMP009A Implement effective communication techniques.
- LGACORE501B Provide quality and timely advice to council.
- LGACORE601B Develop, implement and review operational plans.
- LGACORE602B Promote and facilitate organisational performance.
- LGACORE603B Represent council's role and value in the community.
- LGACOM403B Conduct public educational presentations.
- LGACOM404B Establish cooperative arrangements with other organisations.
- LGACOM405B Implement and monitor the organisation's OHS policies, Procedures and programs within the work group or section.
- LGACOM407B Manage finances within a budget.
- LGACOM501B Develop and organise public education programs.
- LGACOM502B Devise and conduct community consultations.

- LGACOM503B Prepare a budget.
- LGACOM602B Coordinate and facilitate a change process.
- LGACOM603B Develop, implement and review policies and procedures.
- LGAGOVA410B Monitor council procedures to ensure compliance with relevant legislation.
- LGACOMP024A Develop community relations.
- LGACOMP025A Manage a local government project.
- LGACOMP026A Provide team leadership.

Administration Units:

- LGACOM401A Administer contracts.
- LGACOM402A Arrange contracts.
- LGACOM409A Prepare tender documentation.
- LGACOM410A Prepare response to tenders.
- LGAGOVA401B Administer the electoral roll.
- LGAGOVA402A Allocate property address.
- LGAGOVA403A Arrange and supervise polling places.
- LGAGOVA404B Establish purchasing networks to ensure council is resource effective.
- LGAGOVA405A Implement debt recovery procedures.
- LGAGOVA407A Implement rehabilitation systems.
- LGAGOVA408B Implement systems to promote a safe and healthy environment for the public and employees.
- LGAGOVA409A Maintain property rates and records.
- LGAGOVA411A Prepare accounts for rates.
- LGAGOVA412A Prepare council for legal proceedings.
- LGAGOVA413B Promote and maintain positive employee relations.
- LGAGOVA505B Prepare rate notice forms.
- LGADMIN417A Conduct community consultations.
- LGAGOVA406A Implement marketing plan.
- LGADMIN419A Implement and facilitate community development strategies and programs.
- LGADMIN420A Contribute to policy development.
- LGADMIN421A Participate in negotiations.
- LGADMIN422A Develop and maintain supplier relationships.
- LGADMIN423A Provide induction and orientation for new employees.
- LGADMIN424A Provide staff development programs.
- LGADMIN425A Develop a communication plan.
- LGACOM601A Acquire and dispose of assets.
- LGAGOVA501B Contribute to advice to council on legislation.
- LGAGOVA502B Develop a marketing strategy.
- LGAGOVA503A Implement recruitment systems.
- LGAGOVA504A Prepare a council for elections.
- LGAGOVA506B Conduct council elections.
- LGAGOVA507A Provide advice to council on human resources policies and procedures.
- LGAGOVA508A Recommend rates and charges.
- LGAGOVA602B Manage the recording and updating of data on council's assets.
- LGAGOVA603B Develop a risk management strategy for council assets.
- LGAGOVA605A Develop an asset management strategy for the council.
- LGAGOVA606B Develop and maintain a community cultural plan.
- LGAGOVA607A Develop, implement and monitor a programmed maintenance system of council's assets.
- LGAGOVA608A Establish an annual budget that supports council's management and operational plans.
- LGAGOVA609A Establish, maintain and evaluate the organisation's OHS system.
- LGAGOVA610B Implement computerised asset management systems.
- LGAGOVA611B Implement disciplinary and termination procedures.

- LGAGOVA612B Implement employee performance management systems.
- LGAGOVA613B Measure cost of providing and maintaining council's assets.
- LGAGOVA614B Monitor and maintain quality of asset management system.
- LGAGOVA615A Provide information on asset management programs and practices.
- LGAGOVA616A Provide property asset management services.
- LGAGOVA617A Report on assets in accordance with statutory and public reporting requirements.
- LGAGOVA618A Resolve valuation and property services disputes.
- LGADMIN525A Undertake business planning.
- LGADMIN526A Coordinate policy development.
- LGADMIN527A Manage policy development.
- LGADMIN528A Provide advocacy and representation.
- LGADMIN529A Manage finances.

Regulatory services units.

- LGAREGS301A Implement parking controls.
- LGAREGS302A Operate and maintain council parking facilities.
- LGAREGS303A Enforce legislation to achieve compliance.
- LGAREGS304A Apply regulatory powers.
- LGAREGS305A Undertake animal or reptile control duties.
- LGAREGS402A Provide evidence in court.
- LGAREGS403A Monitor public behaviour in council areas.
- LGAEHRR303B Monitor areas under council jurisdiction.
- LGAREGS404A Undertake appointed animal control duties and responsibilities.
- LGAEHRR304B Operate council pound facilities.
- LGACOM406A Investigate alleged breaches of legislation and prepare responsibilities.
- LGACOM408A Represent council at legal proceedings.
- LGACPRV501A Assess crime prevention needs within community groups or geographic areas.
- LGACPRV502A Design a crime prevention initiative.
- LGACPRV503A Manage and evaluate crime prevention initiatives.
- LGACPRV504A Build the capacity of individuals, organisations and communities to support crime prevention.
- LGACPRV505A Promote evidence-based approaches to support crime prevention initiatives.
- LGACPRV506A Support the mainstreaming of crime prevention principles and practices.

Australia offers the most comparable standard based qualifications to our South African qualification.

Conclusion:

The whole issue of Local Government decentralisation in development is a major focus of the United Nations and has been since the 1990s. South Africa is clearly in line with this focus.

The main problem that the United Nations has identified is that there are not many success stories around the world due to a lack of any real decentralization and a lack of incentive for true public participation. The role of the councillor in various countries is a conventional role that has been part of the local government system for long period of time. However, the agenda of public participation is a critical issue in South Africa's local government system and South Africa's particular municipal processes, objectives and programmes differ from other countries due to the unique agenda for South Africa, eg. Batho Pele and Ubuntu philosophies. The whole role of councils is legislatively defined and these laws vary from country to country. Therefore only generic comparisons are possible. Of all the countries researched Australia is the only country that offers standards and qualifications based programmes in local government capacity building

that ties in comparably with the career pathway outlined within Local Government education and training in South Africa.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following qualifications:

- ID 57804: National Certificate: Public Administration at NQF Level 3.

This Qualification articulates vertically with the following qualifications:

- ID 50372: Further Education and Training Certificate: Municipal Finance and Administration at NQF Level 4.
- ID 50081: Further Education and Training Certificate: Leadership at NQF Level 4.
- ID 36436: Further Education and Training Certificate: Local Economic Development at NQF Level 4.
- ID 57824: Further Education and Training Certificate: Public Administration at NQF Level 4.

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 primary 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 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.

NOTES

N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	244183	Fulfil the roles and the responsibilities of a councillor	Level 3	6
Core	244175	Demonstrate an understanding of the policy and legal framework guiding Local Government	Level 3	10
Core	244186	Facilitate Council and related meetings to achieve Local Government objectives	Level 3	6
Core	244190	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes	Level 3	6
Core	242860	Apply the Batho Pele principles to own work role and context	Level 3	4
Core	242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 3	4
Core	120394	Apply communication principles, strategies and processes in a leadership role	Level 4	6

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	242877	Advise stakeholders on the management of a skills development programmes	Level 5	8
Core	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	Level 3	4
Core	244188	Facilitate public participation and citizen involvement in Local Government processes	Level 3	6
Core	244174	Facilitate co-operative governance and inter-governmental relations	Level 3	6
Core	244180	Exercise leadership in a councillor context	Level 3	6
Core	244185	Apply key municipal processes in a council function	Level 3	12
Elective	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 4	6
Elective	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	Level 3	6
Elective	123462	Demonstrate knowledge and understanding of the project and the project support services environment	Level 3	4
Elective	120391	Apply leadership skills to relationship management	Level 4	8
Elective	123436	Facilitate community participation in democratic processes and structures	Level 3	7
Elective	120383	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	6
Elective	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 4	6
Elective	120385	Apply a range of project management tools and techniques	Level 4	7
Elective	242819	Motivate and Build a Team	Level 4	10
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	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	Level 3	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Facilitate co-operative governance and inter-governmental relations***

SAQA US ID	UNIT STANDARD TITLE		
244174	Facilitate co-operative governance and inter-governmental relations		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6

SPECIFIC OUTCOME 1

Identify key national and provincial processes, programmes and legislation that impact on Local Government programmes.

SPECIFIC OUTCOME 2

Identify and integrate government's programme of action.

SPECIFIC OUTCOME 3

Identify and integrate sector and provincial programmes that impact on Local Government objectives.

SPECIFIC OUTCOME 4

Forge facilitating relations with traditional leaders.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of the policy and legal framework guiding Local Government

SAQA US ID		UNIT STANDARD TITLE	
244175		Demonstrate an understanding of the policy and legal framework guiding Local Government	
SGB		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	10

SPECIFIC OUTCOME 1

Explain the legislative and policy framework applicable to Local Government in a Local Government councillor context.

SPECIFIC OUTCOME 2

Explain the functions and powers of municipalities.

SPECIFIC OUTCOME 3

Explain structural and formal elements of municipalities.

SPECIFIC OUTCOME 4

Explain the policy development process and the institutions protecting constitutional democracy.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Exercise leadership in a councillor context

SAQA US ID	UNIT STANDARD TITLE		
244180	Exercise leadership in a councillor context		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6

SPECIFIC OUTCOME 1

Identify key leadership principles and competences appropriate to Local Government.

SPECIFIC OUTCOME 2

Apply communication and interpersonal skills in fulfilling Local Government functions.

SPECIFIC OUTCOME 3

Manage and resolve conflicts and problems encountered in Local Government context.

SPECIFIC OUTCOME 4

Establish a value base to enhance public participation.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:*Fulfil the roles and the responsibilities of a councillor*

SAQA US ID		UNIT STANDARD TITLE	
244183		Fulfil the roles and the responsibilities of a councillor	
SGB		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6

SPECIFIC OUTCOME 1

Integrate and coordinate the roles and the responsibilities of municipal councillors to achieve Local Government objectives.

SPECIFIC OUTCOME 2

Integrate the concept of maximising economic growth into municipal councillor context.

SPECIFIC OUTCOME 3

Demonstrate an understanding of the concepts of democratising development, empowering and redistributing.

SPECIFIC OUTCOME 4

Apply the code of conduct for municipal councillors.

SPECIFIC OUTCOME 5

Identify the levels of authority and the scope of delegation relating to municipal councillor roles and responsibilities.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Apply key municipal processes in a council function***

SAQA US ID	UNIT STANDARD TITLE		
244185	Apply key municipal processes in a council function		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	12

SPECIFIC OUTCOME 1

Apply Integrated Development Planning (IDP) in Local Government councillor function.

SPECIFIC OUTCOME 2

Integrate overall principles of performance management in achieving Local Government objectives.

SPECIFIC OUTCOME 3

Apply the basic principles of budgeting and financial management to Local Government counselling function.

SPECIFIC OUTCOME 4

Integrate Local Economic Development (LED) into councillor functions.

SPECIFIC OUTCOME 5

Integrate key municipal programmes into overall councillor functions and programmes.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Facilitate Council and related meetings to achieve Local Government objectives***

SAQA US ID	UNIT STANDARD TITLE		
244186	Facilitate Council and related meetings to achieve Local Government objectives		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6

SPECIFIC OUTCOME 1

Explain the Local Government contexts to which various meeting procedures apply.

SPECIFIC OUTCOME 2

Explain meeting procedures applicable to committee, constituency and public meetings.

SPECIFIC OUTCOME 3

Apply meeting procedures applicable to Local Council meetings.

SPECIFIC OUTCOME 4

Apply meeting procedures applicable to Ward Committee meetings.

SPECIFIC OUTCOME 5

Apply the agenda setting rules for Council and Local Government meetings.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Facilitate public participation and citizen involvement in Local Government processes

SAQA US ID	UNIT STANDARD TITLE		
244188	Facilitate public participation and citizen involvement in Local Government processes		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6

SPECIFIC OUTCOME 1

Facilitate processes for participation and involvement of the general public and citizens in achieving Local Government objectives.

SPECIFIC OUTCOME 2

Identify the key public and civil society role players within the municipality.

SPECIFIC OUTCOME 3

Explain and apply processes and structures for public and community participation in the municipality.

SPECIFIC OUTCOME 4

Explain and apply the role and the function of Ward Committees.

SPECIFIC OUTCOME 5

Explain the role and function of Community Development Workers (CDW).

SPECIFIC OUTCOME 6

Explain the role of Non-Governmental Organisations and Community Based Organisations (NGO's and CBO's).

SPECIFIC OUTCOME 7

Identify ways for municipal cooperation and partnership with private entities.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes

SAQA US ID	UNIT STANDARD TITLE		
244190	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 3	6

SPECIFIC OUTCOME 1

Explain the key concepts of advocacy and representing Local Government interests in intergovernmental processes and structures.

SPECIFIC OUTCOME 2

Understand and explain the basic approaches to advocacy.

SPECIFIC OUTCOME 3

Explain the elements of effective influencing the policies and the legislative processes affecting Local Government.

SPECIFIC OUTCOME 4

Explain the main inter-governmental and policy processes at National and Provincial level affecting Local Government.

SPECIFIC OUTCOME 5

Utilise lobbying techniques and skills to support councillor functions and roles.