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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 full 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 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 13 August 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 Support Services***

SAQA QUAL ID		QUALIFICATION TITLE	
58644		National Certificate: Local Government Support Services	
ORIGINATOR		PROVIDER	
SGB Administration			
QUALIFICATION TYPE	FIELD	SUBFIELD	
National Certificate	3 - Business, Commerce and Management Studies	Public Administration	
ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUAL CLASS
Undefined	127	Level 3	Regular-Unit Stds Based

PURPOSE OF THE QUALIFICATION

Purpose of the Qualification:

The purpose of the qualification is to enable qualifying learners to gain an insight into the business of Local Government, especially with reference to the key municipal processes and programme initiatives undertaken. It will enable learners to:

- Enter rotational job programmes in a support service capacity in the different technical sectors of Local Government having gained an introductory knowledge and insight into how each sector works.
- Understand the overall functions of government departments and how they fit into the overall service delivery objectives.
- Provide the necessary support and administrative services in the Local Government environment.

The learning outcomes contained in this qualification are based on the competencies required to contribute to Local Government support services from an administrative and/or financial support perspective. These competences relate to:

- Demonstrating an understanding of municipal financial management and budgeting.
- Providing support and administrative services in a Local Government environment.
- Demonstrating an understanding of the areas of technical service delivery within Local Government.
- Utilising problem-solving and decision-making techniques in own Local Government context.
- Demonstrating an understanding of the municipal working environment.

Rationale:

In response to the need for critical skills in Local Government this qualification provides a broad introductory overview to learners either wishing to enter Local Government and be exposed to new job opportunities, or for learners already in Local Government positions wishing to have opportunities for job growth. This qualification is designed to provide the learners with an overview of the specific Local Government work environment, how it functions and how it interlinks with other government departments and what constitutes its broad programme and key service objectives.

Skills needs at Level 3 of the NQF are critical to the overall success and the efficient functioning of Local Government. Many learners already in related jobs or wishing to enter the job market at this level play a critical role in the support units of the Local Government. This qualification provides a strong foundation for future learning. Equally this qualification may serve as a basis for the development of employee induction programmes at any level entering Local Government for the first time.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED 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 Standards-based Qualification makes the Recognition of Prior Learning possible. Learner and Assessor will jointly decide on the methods to be used to determine prior learning and competencies implicit in the Qualification and the associated Unit Standards. Recognition of Prior Learning will be done by means of an Integrated Assessment.

This Recognition of Prior Learning may allow for:

- Accelerated access to further learning at this or higher levels on the NQF.
- Gaining of credits towards an Unit Standard 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.

QUALIFICATION RULES

The Certificate is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 127 credits is required to complete the qualification.

Fundamental Component:

Unit standards totalling 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 totalling eighty eight (80) credits have been allocated to the Core Component of this Qualification to ensure strong Local Government support and awareness focus. The unit standards classified as Core describe the integral functions and activities required to work in Local Government support services and provide opportunities to develop knowledge of the municipal working environment, integrating support services into own Local Government context.

All these standards are compulsory.

Elective Component:

There are unit standards totalling forty seven (42) credits in this Component. These unit standards continue from the core component in focusing on learning areas pertinent to Local Government support services and will enable learners to gain specialist knowledge and skills. Learners are required to select Electives that add up to at least eleven (11) credits. The learner may also select other unit standards at the level of the qualification, not listed here, which are of particular interest to the learner, with the approval of the relevant ETQA (Education, Training and Quality Assurance Body).

EXIT LEVEL OUTCOMES

1. Demonstrate an understanding of how Local Government operates.
2. Apply support and administrative services in Local Government context.
3. Demonstrate an understanding of municipal financial management and budgeting.

ASSOCIATED ASSESSMENT CRITERIA

1.
 - The policy and legal framework guiding Local Government is explained with reference to own work context.
 - The municipal working environment is explained with specific reference to how it links into own support services role.
 - The areas of technical service delivery within Local Government are demonstrated so that job rotation can be undertaken in each area in support services capacity.
 - The planning functions of Local Government are explained with examples.
 - National programmes are identified and explained in relation to their impact on Local Government.
 - The employment relationship in Local Government is explained with reference to own employment context.
2.
 - Accountability is ensured in own work context by applying appropriate problem solving and decision making skills according to Local Government policies and procedures.
 - The various administrative systems and resources that are available to support service delivery are identified and integrated into own work context.
 - Support services are provided to specific projects.
 - Project principles and processes are applied in own work context.
 - Storage and retrieval systems are set up in line with local government policies and procedures.
 - The principles of Batho Pele are applied to own work context.
3.
 - The way in which effective financial management is ensured within Local Government is outlined with examples.
 - A budget is discussed within the context of Local Government.
 - The sources of revenue in Local Government are identified with examples.
 - The budget process is described in reference to Local Government.

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

Introduction:

Training in African countries and the Western World where Local Government structures are well established was looked at to assess the suitability and the level of learning in the qualification.

SADC:

Angola:

Local Government in Angola is under-resourced and lacks capacity to deliver services effectively. While decentralisation has taken place this was mainly decentralization of roles and responsibilities. No training initiatives are available. Angola is in need of programmes similar to those that have been developed in South Africa.

Tanzania:

The Association of Local Authorities of Tanzania (ALAT) engagement in this area is entirely through the Municipal Development Partnership for Eastern and Southern Africa (MDPESA).

Mali:

Mali is in the process of decentralising power to municipal level and developing programmes for strengthening skills at this level. The Association of Municipalities of Mali (AMM) through the Municipal Development Partnership for Eastern and Southern Africa (MDPESA), is also engaged in the process.

Mozambique:

There are examples of sporadic training conducted in Mozambique, but there is no continuous process leading to a recognised qualification. The National Association of Municipalities of Mozambique (ANAM) is also engaged in the process through the Municipal Development Partnership for Eastern and Southern Africa (MDPESA).

Kenya:

The Association of Local Government Authorities of Kenya (ALGAK) (<http://www.algak.net/cms/index.php>) has introduced programmes for training of councillors and local authority officers. In an effort to enhance management skills in Local Government ALGAK has produced the Kenya Councillors Handbook (1998) with an update in 2002, and has taken initial measures to revive professionalism in the Local Government sector. Training of the kind envisaged by this qualification is absent at present in Kenya.

The Municipal Development Partnership for Eastern and Southern Africa (MDPESA). (http://www.mdpafrica.org.zw/africa_local_governance_programme.htm):

This regional organisation with participation from the United Nations, Canada and other capacity building NGOs is concerned with building capacity in Local Government mainly by strengthening counsellors' skills and the community including providing assistance to decentralisation initiatives. South Africa is a member of this organisation and is clearly a leader in initiatives of the kind proposed by this qualification. If any comparable initiatives exist in the nations reviewed, these initiatives are too low key to register in the media or in discussions on available websites of development organisations. It should be concluded that South Africa is a pioneer in the field of Local Government capacity building in Africa.

United Kingdom:

This qualification can be compared to the Public Services National Diploma, Level 3 in the UK. This nationally validated course is recognised by the public service and the universities in Britain. It aims to prepare students for a wide variety of careers including the police; fire service; ambulance service; HM customs; the armed forces and the rescue services. Students may take additional qualifications alongside their public services course such as AS/A Levels, and GCSE results. The qualification covers 18 units over 2 years, of which 2 are externally assessed. These units allow students to investigate the nature of the work within specific public service department or sector including their role within the community and society, as well as focusing on general issues relevant to all sectors of the public service.

A second qualification of interest is the Certificate in Administration, offered by the North Devon College. It is a two year full time course which has been designed primarily to prepare students with the skills and knowledge needed to meet the entry requirements of a number of public service organisations. The course comprises 18 units:

- Understanding the Public Sector.
- Law & the Legal System.
- Leadership.
- Citizenship & Contemporary Issues.
- Diversity & the Public Services.
- International Perspectives.
- Data Interpretation.
- The Uniformed Services.
- Expedition Skills.
- Human Behaviour.
- Dealing with Accidents.
- Teamwork.

- Health & Fitness.
- Outdoor Activities.
- Criminology.
- Custodial Care.
- Major Incidents.
- Customs & Excise.
- Signals and Communication.
- Nautical Studies.

The course fits the needs of the so called uniformed public services.

Recently the British Government has established a Sector Skills Council for Central Government Standards and Qualifications to upgrade the skills of its civil servants.

The future plans and objectives of this newly formed organisation include:

- Developing an interim Standards and Qualifications Strategy based on Professional Skills for Government by December 2006.
- Developing a Standards and Qualifications strategy by December 2007.
- Developing Standards and Qualifications to meet the needs of PSG by December 2008.
- Influencing the development of Standards and Qualifications by other SSCs and sector bodies.
- Developing a Standards and Qualifications framework for central government.

Considering the developments in South Africa in this regard we are ahead of Britain, especially in providing entry level training in government processes and programmes.

Canada:

Athabasca University provides a Certificate in Public Administration that educates students on administration at the municipal, provincial, and federal levels of government.

Athabasca University is Canada's 'Open University'. More details can be found at <http://www.athabascau.ca/>.

The programme's curriculum includes:

- Public Finance.
- Budgeting.
- Economics.
- Public policy.
- Legal Studies.
- Industrial Relations.

The Public Administration Certificate enables students to enter or re-enter the job market, for a promotion in the public sector or career migration.

The certificate requires 30 credits from the following selection (credit values in brackets):

- Administrative Principles (3).
- Microeconomics (3).
- Macroeconomics (3).
- Public Policy and Administrative Governance (3).
- Public Policy in a Global Era (3).
- Public Budgeting and Financial Management in a Globalised World (3).

- Industrial Relations: A Critical Introduction (3).
- Administrative Law (3).
- Commercial Law (3).
- Introduction to Political Science I: Concepts, Structures, and Institutions (3).
- Canadian Government and Politics (3).

This is an undergraduate course certificate, equivalent to a first year degree course and is at a much higher level than this level 3 qualification. It emphasises an academic rather than a practical approach if compared to this level 3 qualification which is tailored to our practical South African developmental needs, particularly for unemployed learners.

Australia:

In Australia apprentices and trainees gain qualifications under the Australian Qualifications Framework (AQF) predominantly between AQF levels 1 to 3 (AQF has 6 Levels). The majority of traineeships are currently conducted under a Training Agreement of 12 months duration and provide an AQF Level 2 qualification. The majority of apprenticeships are currently conducted in 3 to 4 years Training Agreement and provide a minimum qualification at AQF level 3. Both trainees and apprentices can enter subsequent Training Agreements to gain higher level qualifications.

In the case of an Administrative Services Trainee (General), who obtains a Certificate II in Government the employee will work as a general administrative assistant performing a range of tasks under close supervision.

His summary of training includes the following units:

- Work in a public sector environment.
- Communicate in the workplace.
- Use technology in the workplace.
- Follow defined occupational health and safety policies and procedures.
- Deliver service to clients.
- Access and use resources.
- Handle workplace information.

Considering the title, specific outcomes, assessment criteria, exit level outcomes and embedded knowledge of this certificate we can conclude that it compares best with our qualification at Level 3 but still places limited emphasis on the Local Government environment.

Conclusion:

From the information available on developmental initiatives, undertaken in other countries it can be concluded that within the SADC region, various projects are underway to build capacity, focusing mainly on the councillor and related functions that facilitate democratic processes and citizen involvement. Limited evidence exists in relation to capacity building from within Local Government, particularly at entry Level. Based on the information and analysis of the training initiatives and programmes in other countries it is clear that South Africa is a pioneer in the training field for Local Government support services practitioners in a variety of positions.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following qualifications:

- ID 57804: National Certificate: Public Administration, NQF Level 3.
- ID 58578: National Certificate: Local Government Councillor Practices, NQF Level 3.

This Qualification articulates vertically with the following qualifications:

- ID 50372: Further Education and Training Certificate: Municipal Finance and Administration, NQF Level 4.
- ID 50081: Further Education and Training Certificate: Leadership, NQF Level 4.
- ID 36436: Further Education and Training Certificate: Local Economic Development, NQF Level 4.
- ID 49129: Further Education and Training Certificate: Management and Administration, 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 ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

N/A

NOTES

N/A

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
Core	117111	Apply knowledge of basic accounting principles to financial services	Level 3	4
Core	242860	Apply the Batho Pele principles to own work role and context	Level 3	4
Core	244295	Demonstrate an understanding of municipal financial management and budgeting	Level 3	6
Core	244294	Demonstrate an understanding of national programmes and their impact on Local Government	Level 3	6
Core	244300	Demonstrate an understanding of public participation in Local Government	Level 3	6
Core	244299	Demonstrate an understanding of the areas of technical service delivery within Local Government	Level 3	10
Core	244297	Demonstrate an understanding of the employment relationship in Local Government	Level 3	6
Core	244296	Demonstrate an understanding of the municipal working environment	Level 3	6
Core	244302	Demonstrate an understanding of the planning functions	Level 3	8

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
		of Local Government		
Core	244175	Demonstrate an understanding of the policy and legal framework guiding Local Government	Level 3	10
Core	244301	Ensure personal accountability in own Local Government context	Level 3	6
Core	244298	Provide support and administrative services in Local Government	Level 3	4
Elective	123458	Administer accounting and budgeting for input into municipal financial resource management	Level 4	15
Elective	120385	Apply a range of project management tools and techniques	Level 4	7
Elective	120391	Apply leadership skills to relationship management	Level 4	8
Elective	11473	Manage individual and team performance	Level 4	8
Elective	110479	Outline the environment of local economic development in South Africa	Level 4	4
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	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	119457	Interpret and use information from texts	Level 3	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of national programmes and their impact on Local Government

SAQA US ID	UNIT STANDARD TITLE		
244294	Demonstrate an understanding of national programmes and their impact on 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	Level 3	6

SPECIFIC OUTCOME 1

Identify and discuss the government's broad economic growth strategy and impact on Local Government.

SPECIFIC OUTCOME 2

Explain the various national programmes currently underway.

SPECIFIC OUTCOME 3

Discuss how the various national programmes impact on local government.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of municipal financial management and budgeting

SAQA US ID	UNIT STANDARD TITLE		
244295	Demonstrate an understanding of municipal financial management and budgeting		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	6

SPECIFIC OUTCOME 1

Outline the way in which financial management is ensured in Local Government.

SPECIFIC OUTCOME 2

Explain why a budget is important in Local Government.

SPECIFIC OUTCOME 3

Explain the sources of revenue in Local Government.

SPECIFIC OUTCOME 4

Describe the budget process in Local Government.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of the municipal working environment

SAQA US ID	UNIT STANDARD TITLE		
244296	Demonstrate an understanding of the municipal working environment		
SGB	PROVIDER		
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Public Administration		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	6

SPECIFIC OUTCOME 1

Explain the nature of the public sector and its importance.

SPECIFIC OUTCOME 2

Identify and explain the three spheres of government.

SPECIFIC OUTCOME 3

Explain the strategic framework that guides government.

SPECIFIC OUTCOME 4

Explain the role of employer and employee organisations in Local Government.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of the employment relationship in Local Government

SAQA US ID	UNIT STANDARD TITLE		
244297	Demonstrate an understanding of the employment relationship in 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	Level 3	6

SPECIFIC OUTCOME 1

Identify what it means to be an employee in local government.

SPECIFIC OUTCOME 2

Identify and discuss the employment practices, policies and conditions of service in local government.

SPECIFIC OUTCOME 3

Discuss employee rights and opportunities in relation to own work context.

SPECIFIC OUTCOME 4

Outline own development plan in line with local government objectives.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:*Provide support and administrative services in Local Government*

SAQA US ID	UNIT STANDARD TITLE		
244298	Provide support and administrative services in 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	Level 3	4

SPECIFIC OUTCOME 1

Identify the administrative systems and resources available to support service delivery in Local Government.

SPECIFIC OUTCOME 2

Identify and use a data capturing system.

SPECIFIC OUTCOME 3

Utilise resources to enhance service delivery in own work context.

SPECIFIC OUTCOME 4

Apply organisational skills to fulfil instructions.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of the areas of technical service delivery within Local Government

SAQA US ID	UNIT STANDARD TITLE		
244299	Demonstrate an understanding of the areas of technical service delivery within 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	Level 3	10

SPECIFIC OUTCOME 1

Explain how sustainable human settlement fits into service delivery objectives.

SPECIFIC OUTCOME 2

Explain how housing fits into service delivery objectives.

SPECIFIC OUTCOME 3

Identify how water and sanitation fit into service delivery objectives.

SPECIFIC OUTCOME 4

Explain how waste management fits into service delivery objectives.

SPECIFIC OUTCOME 5

Explain how transport and road services fit into service delivery objectives.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Demonstrate an understanding of public participation in Local Government***

SAQA US ID		UNIT STANDARD TITLE	
244300		Demonstrate an understanding of public participation in 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	Level 3	6

SPECIFIC OUTCOME 1

Identify what is meant by public participation in Local Government.

SPECIFIC OUTCOME 2

Discuss the history of local government and its transition to public participation.

SPECIFIC OUTCOME 3

Identify and explain the mechanisms that exist to support public participation.

SPECIFIC OUTCOME 4

Explain the functions of ward committees, municipal councillors, mayors and other related stakeholders as forums for public participation.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Ensure personal accountability in own Local Government context***

SAQA US ID	UNIT STANDARD TITLE		
244301	Ensure personal accountability in own Local Government 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	Level 3	6

SPECIFIC OUTCOME 1

Identify and discuss the values and attributes related to accountability in the Local Government environment.

SPECIFIC OUTCOME 2

Identify problem-solving techniques that add accountability in own work context.

SPECIFIC OUTCOME 3

Identify the levels of authority that govern decision-making within Local Government.

SPECIFIC OUTCOME 4

Apply basic decision-making techniques to own work context.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Demonstrate an understanding of the planning functions of Local Government***

SAQA US ID	UNIT STANDARD TITLE		
244302	Demonstrate an understanding of the planning functions of 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	Level 3	8

SPECIFIC OUTCOME 1

Explain the core municipal planning processes.

SPECIFIC OUTCOME 2

Explain the broad guidelines for Integrated Development Planning (IDP).

SPECIFIC OUTCOME 3

Explain the importance of Local Economic Development(LED).

SPECIFIC OUTCOME 4

Discuss LED in the context of IDP.