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GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

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SAQA

PUBLIC NOTICE BY THE DIRECTORATE FOR STANDARDS SETTING AND DEVELOPMENT OF ITS INTENTION TO RE-REGISTER THE STANDARDS GENERATING BODY (SGB) FOR FOOD AND BEVERAGE MANUFACTURING.

The Directorate for Standards Setting and Development, in terms of NSB *Regulation 24 (1) (e)*, intends to reregister the Standards Generating Body (SGB) in the sub-fields of Food and Beverage Manufacturing.

PROPOSED BRIEF

1. Develop and/or review related qualifications and/or unit standards in Manufacturing, Engineering and Technology (MET) in the sub-fields of Food and Beverage Manufacturing from Level 1 through to Level 6 [*Regulation 24(1)(e)*].

2. Research, Identify, Source and /or Develop such qualifications and/or unit standards within its defined scope. Generate qualifications and/or unit standards in accordance with Authority requirements, at NQF Levels 1 to 6: [*Regulation 24(1)(e)*].

3. Recommend qualifications and/or unit standards generated under 2 above to DSSD [*Regulation 24(1)(c)*].

4. Recommend criteria for the registration of assessors and moderators or moderating bodies [*Regulation 24(1)(d)*].

5. Review these qualifications and/or unit standards and effect the necessary changes [*Regulation 24(1)(b)*].

6. Maintain liaison during the process of developing qualifications and/or unit standards with other related Standards Generating Bodies as and when directed by DSSD [*Regulation 24(1)(e)*].

COMPOSITION OF THE SGB

NOMIMEE	WORKPLACE	NOMINATING BODY	EXPERIENCE QUALIFICATIONS
Michael Davies	Optimum Learning Technologies	Optimum Learning Technologies	• Bachelor of Commerce • Education and Training providers
Gerhard Venter	South African Milk Processors Association – SAMPRO	FoodBev Seta Dairy Chamber	• B.Sc Agriculture : Dairy Technology • B.Sc (Honours) Food Technology • M.Sc Agriculture Food Science
Clive Lonsdale	SA Chamber of Baking	FoodBev SETA Baking, Cereals, Confectionary and Snacks Chamber	• Master Craftsman Confectionary • Fellow of Institute of British Bakers • City of Guilds Confectionary
Vicky Jowitt	NESTLE (SA) PTY LTD	FoodBev SETA Baking, Cereals, Confectionary and Snacks Chamber	• B A Home Economics (Food and Nutrition) & Communication • Honours Psychology
David Collier	ABMS Training Bakery at Wits Technikon	FoodBev SETA Baking, Cereals, Confectionary and Snacks Chamber	• National Higher Diploma in Education, Training and Development
Zurika Nabbi	Pioneer Foods	FoodBev SETA Baking, Cereals, Confectionary and Snacks Chamber	• B Comm • Advanced Programme: Strategic Human Resource Management
Neels de Jager	Clover SA	FoodBev SETA Dairy Chamber	• HR Development Manager Clover SA (Production)
Antoinette Els	Danone Clover	FoodBev SETA Dairy Chamber	• Bachelor of Science - Biological Science • National HG Technical Diploma • B A (Honours) HR Development
Denise Metcalfe Sher	University of Johannesburg	FoodBev SETA Food Prep Chamber	• National Diploma Food Technology • NHD Food Technology • MSc Biotechnology

Keith Mc Carrogher	National Brands Limited	FoodBev SETA Food Prep Chamber	• Bachelor of Science Degree • Higher Diploma in Education • Honours Degree in Science Education • Certificate if Merit for Physics
Sonja Dreyer	Orley Foods	FoodBev SETA Food Prep Chamber	• B Sc: Consumer Science (Food)
Jaco Pretorius	Quality & Productive Training Solutions	FoodBev SETA Food Prep Chamber	• S4 Industrial Engineering Diploma • Qualified Assessment Moderator & Assessment Designer
Beryl Zondagh	Agricultural Research Council	FoodBev SETA Processed and Preserved Meat, Fish, Fruit & Vegetable (BCCS) Chamber	• PhD Food and Nutrition
Louw Redelinghuys	Operational Process Improvements	FoodBev SETA BCCS Chamber	• B A Honours, B Ed.
Hugo Vlok	Competency Enhancements Solutions	FoodBev SETA BCCS Chamber	• NHD Microbiology
Mike Norton	South African Breweries; SAB Miller	FoodBev SETA Beverages Chamber	• Post graduate Diploma in Management
Charl Theron	University of Stellenbosch	FoodBev SETA Beverages Chamber	• BSc Agriculture • BSc Agriculture (Honours) • MSc Agriculture
Tsepiso Motloenya	Coca Cola Canners	FoodBev SETA Beverages Chamber	• BSc (Honours) • Diploma in Mathematics
Brandon Mc Donald	Coca Cola Fortune	FoodBev SETA Beverages Chamber	• BA Industrial Psychology • BA (Honours) Industrial Sociology • MA Industrial Sociology • Training Development Diploma • Training Management Diploma

Krappie Eloff	FoodBev SETA	FoodBev SETA Representative	• BSc • H.E.D.
Geoff Ryding	South African Democratic Teachers' Union – SADTU	South African Democratic Teachers' Union - SADTU	• Industrial Marketing
Thiriloshanni Padayachee	Durban Institute of Technology	Durban Institute of Technology	• Doctorate of Technology : Biotechnology • National Higher Diploma in Post School Education • Education and Training Provider
Lancelot Giba	Food and Allied Workers Union – FAWU	Food and Allied Workers Union - FAWU	• Labour Representative

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PUBLIC NOTICE BY THE DIRECTORATE FOR STANDARDS SETTING AND DEVELOPMENT OF ITS INTENTION TO RE-REGISTER THE STANDARDS GENERATING BODY (SGB) FOR TELECOMMUNICATIONS.

The Directorate for Standards Setting and Development, in terms of NSB *Regulation 24 (1) (e)*, intends to reregister the Telecommunications SGB in the sub-fields of Manufacturing and Assembly.

PROPOSED BRIEF

1. Develop and/or review related qualifications and/or unit standards in Manufacturing, Engineering and Technology (MET) in the sub-fields of Telecommunications from Level 1 through to Level 8 *[Regulation 24(1)(e)]*.

2. Research, Identify, Source and /or Develop such qualifications and/or unit standards within its defined scope. Generate qualifications and/or unit standards in accordance with Authority requirements, at NQF Levels 1 to 8: *[Regulation 24(1)(e)]*.

3. Recommend qualifications and/or unit standards generated under 2 above to DSSD *[Regulation 24(1)(c)]*.

4. Recommend criteria for the registration of assessors and moderators or moderating bodies *[Regulation 24(1)(d)]*.

5. Review these qualifications and/or unit standards and effect the necessary changes *[Regulation 24(1)(b)]*.

6. Maintain liaison during the process of developing qualifications and/or unit standards with other related Standards Generating Bodies as and when directed by DSSD *[Regulation 24(1)(e)]*.

COMPOSITION OF THE SGB

NOMIMEE	WORKPLACE	NOMINATING BODY	EXPERIENCE QUALIFICATIONS
De Lange, HW	SA Police Service	SA Police Service	• National Technical Diploma plus 16 years experience in training radio technicians for the SAPS.
Jacobson, E	MTN	MTN	• Higher Education Diploma and National Diploma: Electrical Engineering with 21 years experience in the Telecommunications industry.
H. Smit	Telkom	Union (Solidarity)	• BA Education, HED, Customer care background, • 7 years Union Representation.
Pieterse, J	Telkom	Telkom	• NHD Post school education. • NTD (Telecommunications). • Lecturing 16 years • 6 years Instructional Design.
Joubert, J	MTN	MTN	• BA (Ed), • Honours, • SDF For MTN, • 15 years in human resource development.
Wilson, M	UNISA	UNISA	• Masters in International Communications • 6 years experience in Telecommunications.
Gerber, R	South African National Department of Communication	South African National Department of Communication	• BSc Electrical Engineering, • Certified Knowledge Manager. • 10 years experience in the Information Technology field.
Hattingh, W	Sentech	Sentech	• Higher National Diploma in Electrical Engineering (L/C) • 10 years experience in Telecommunications.
Ntuluki, VJ	Telkom	Union (Communication Workers Union))	• Certificate in Telecommunications, • 14 years experience.
Tlhoaele A	Inforcomm	Communications Cabling Association of Southern Africa	• Diploma in Electrical Engineering (Communications), • 15 years experience in industry.

de Kok A	Alcatel	Alcatel	• Diploma in Telecommunications, • 17 years Telecommunications experience.
Khosa J	Vodacom	Vodacom	• BA Honours Information sciences, • Masters Diploma in Human Resources Management. • 5 years aviation experience.
Fourie D	Telkom	Telkom	• National Technical Diploma, • National Higher Education Diploma, • 24 years Telecommunications experience, • 21 years training background.
van der Vyver N	Siemens	Siemens	• National Diploma Electrical Engineering, • Currently performing standards generating functions for Siemens
Ntsoyana C	Cell C	Cell C	• N.Dip. Electrical Engineering, • 11 years in Telecommunications
Snyman M	Telkom	Telkom	• BA Psychology • 16 years lecturing/design experience, • 6 years Telecommunications experience.

SAQA

PUBLIC NOTICE BY THE DIRECTORATE FOR STANDARDS SETTING AND DEVELOPMENT OF ITS INTENTION TO RE-REGISTER THE CHEMICAL INDUSTRIES STANDARDS GENERATING BODY (CISGB).

The Directorate for Standards Setting and Development, in terms of NSB *Regulation 24 (1) (e)*, intends to reregister a further term of office for the CISGB in the sub-fields of Manufacturing, Engineering and Technology.

PROPOSED BRIEF

1. Develop and/or review related qualifications and/or unit standards in Manufacturing, Engineering and Technology (MET) from Level 1 through to Level 5 *[Regulation 24(1)(e)]* in the areas of petroleum, base chemicals, fertilizers, explosives, glass, surface coatings, fast moving consumer goods, pharmaceuticals, speciality chemicals and chemical engineering.

2. Research, Identify, Source and /or Develop such qualifications and/or unit standards within its defined scope. Generate qualifications and/or unit standards in accordance with Authority requirements, at NQF Levels 1 to 5 *[Regulation 24(1)(e)]*.

3. Recommend qualifications and/or unit standards generated under 2 above to DSSD *[Regulation 24(1)(c)]*.

4. Recommend criteria for the registration of assessors and moderators or moderating bodies *[Regulation 24(1)(d)]*.

5. Review these qualifications and/or unit standards and effect the necessary changes *[Regulation 24(1)(b)]*.

6. Maintain liaison during the process of developing qualifications and/or unit standards with other related Standards Generating Bodies as and when directed by DSSD *[Regulation 24(1)(e)]*.

COMPOSITION OF THE SGB

NOMIMEE	WORKPLACE	NOMINATING BODY	EXPERIENCE QUALIFICATIONS
Baker, James	Labour Affairs Association for the Pharmaceutical Industry (LAAPI)	LAAPI	• CEO of the Electrical Contractors Association (23 years) • Representing ESASA on SABS sub-committees • Handling secretariat of the Electrical Switchgear Association • Also Electrical and Construction SGB member • CHIETA Board and Chamber member
Booth, Mike	Chemical and Allied Industries Association (CAIA)	Chemical and Allied Industries Association (CAIA)	• PhD Analytical Chemistry • Senior level experience in research and development and lecturing. • Currently Director, Information Resources, CAIA
Blakenberg, Franklin	DENEL	Chemical, Energy, Paper, Printing, Wood and Allied Workers Union (CEPPAWAWU)	• Previous CHIETA Chamber and Board member as a labour representative for Chemical, Energy, Paper, Printing, Wood and Allied Workers Union (CEPPAWAWU) • Full-time shop steward at DENEL
Fourie, Johan	Senmin Pty Ltd – Chemserve	National Association of Speciality Chemicals Employers Association	• Nat. Diploma in Fire Technology, • Nat. Trainer Development Diploma, • Training Management Diploma. • Training Coordinator
Gloy, Jan	SASOL	Solidarity	• Training Development Diploma • Worked in Department of Prison Services, at Sasol 1 as an operator and • Since 2001 at Sasol as a SHERQ officer
Kgomo, Steve	AEL	Explosives Employers	• N3 Engineering • Employee Development Manager • SGB member since 2002

Nene, Simon	SA Chemical Workers Union (SACWU)	South African Chemical Workers Union (SACWU)	• Diploma in Industrial Relations • Previous work experience involved work as a colour matcher and laboratory technician in Surface Coatings. • Currently Union Organiser for SACWU
Ngobese, Lindiwe	SA Chemical Workers Union (SACWU)	South African Chemical Workers Union (SACWU)	• Nat. Certificate in OBE, • Nat. Certificate in International Labour Organisation and • ABET Facilitator National Certificate. • Member of various forums. • National Educator for SACWU
Nxumalo, Michael	SASOL SYNFUELS	Petroleum Employers	• Operations Training Group leader at Sasol Synfuels. • ETDP Diploma in the Implementation of SAQA • USs in operations Training and • T3 Chemical Engineering.
Nyama, David	SASOL SYNFUELS	Petroleum Employers	• N6 National Diploma and • B.Ed and busy with an • M.Com (RAU). • Principal Training Officer at Sasol Synfuels (Secunda). • Member of G-Met. • Current deputy chairperson of the CISGB.
Potgieter, Harthman	SA Paint Manufactures Association	Surface Coatings Employers	• B.Sc (Chemistry and Physics) a University Education Diploma. • Has participated in SGB activities since its inception. • Extensive experience in research and development of surface coatings, management of R and D, • SHE departments and production plants.
Reddy, Sagran	Unilever	FMCG Employers	• Engineering and ETDP Diplomas. • Engineering Training Coordinator at Unilever.

Scheepers, Hilton	College of Cape Town (FET)	Public Providers (FET)	• Trade Diploma in Motor Mechanics, • Part B.Com completed, • Registered assessor and moderator. • Linkages and Programme Research and Development section at College of Cape Town.
Timm, Delysia	Durban University of Technology	Public Providers (HE)	• M.Sc in Chemical Education. Chair of Chemistry SGB (NSB 10) from 1998 to 2001. • Responsible for the design and submission of Technikon Analytical Chemistry qualifications to SAQA in 2000. • Current chairperson of the CISGB.
Tinkler, Edward	Consol Glass	Glass Employers	• Analytical Chemistry (DNC), UNISA MDP, • N4 Chemical process operations, • assessor and moderator. • Involved in SAQA-related matters since 2000. • Currently at Consol as a contractor responsible for learning and development. • Previously production manager at Consol Belville.

SAQA

PUBLIC NOTICE BY THE DIRECTORATE FOR STANDARDS SETTING AND DEVELOPMENT OF ITS INTENTION TO RE-REGISTER A STANDARDS GENERATING BODY (SGB) FOR PLASTICS AND RELATED MANUFACTURING PROCESSES.

The Directorate for Standards Setting and Development, in terms of NSB *Regulation 24 (1) (e)*, intends to reregister a Plastics and Related Manufacturing Processes SGB in the sub-fields of Manufacturing and Assembly.

PROPOSED BRIEF

1. Develop and/or review related qualifications and/or unit standards in Manufacturing, Engineering and Technology (MET) in the sub-fields of Manufacturing and Assembly from Level 2 through to Level 5 *Regulation 24(1)(e)]*.

2. Research, Identify, Source and /or Develop such qualifications and/or unit standards within its defined scope. Generate qualifications and/or unit standards in accordance with Authority requirements, at NQF Levels 2 to 5 *[Regulation 24(1)(e)]*.

3. Recommend qualifications and/or unit standards generated under 2 above to DSSD *[Regulation 24(1)(c)]*.

4. Recommend criteria for the registration of assessors and moderators or moderating bodies *[Regulation 24(1)(d)]*.

5. Review these qualifications and/or unit standards and effect the necessary changes *[Regulation 24(1)(b)]*.

6. Maintain liaison during the process of developing qualifications and/or unit standards with other related Standards Generating Bodies as and when directed by DSSD *[Regulation 24(1)(e)]*.

COMPOSITION OF THE SGB

NOMINEE	WORKPLACE	NOMINATING BODY	EXPERIENCE/QUALIFICATIONS
George Ashmore	Treofan SA (Pty) Ltd	Plastics Converters' Association	• Maintenance, • Production, • Training, • Quality, • National Occupational Safety Association
Anton Hanekom	Plastics Federation of South Africa	Plastics Federation of South Africa	• Human Resources, • Training & Development
Jan Jooste	Iscor Innovation Centre, Vaal University of Technology	Vaal University of Technology	• Higher Education, • Technical, • Research, • Design, • Composites
Wally Kinghorn	Denel Aviation	Plastics Converters' Association	• Technical, • Maintenance, • Design, • Composites, • Training
Gibson Lephallo	Nampak Liquid Packaging	National Union of Metalworkers of South Africa	• Production, • Industrial Relations, • Shop Steward
S'bu Qholosha	Nampak Flexible Cluster	Plastics Converters' Association	• Training, • Production, • Training & Development, Management, • Standards setting

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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 title, field, sub-field, NQF level, 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.saqa.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 15 March 2008*. All correspondence should be marked **Standards Setting – SGB Administration** and addressed to

> The Director: Standards Setting and Development
> SAQA
> *Attention: Mr. D. Mphuthing*
> Postnet Suite 248
> Private Bag X06
> Waterkloof
> 0145
> or faxed to 012 – 431-5144
> e-mail: dmphuthing@saqa.org.za

DR. S. BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SAQA

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:
National Certificate: Municipal Governance

SAQA QUAL ID	QUALIFICATION TITLE		
60529	National Certificate: Municipal Governance		
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	140	Level 5	Regular-Unit Stds Based

This qualification replaces:

Qual ID	Qualification Title	NQF Level	Min Credits	Replacement Status
17013	Advanced Certificate: Municipal Governance	Level 5	170	Will occur as soon as 60529 is registered

PURPOSE AND RATIONALE OF THE QUALIFICATION
Purpose:

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required to fulfil the roles and responsibilities of a local government councillor in a managerial capacity:

• Act as representatives of the community they serve.
• Provide leadership and management roles in a council and local government divisions.

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

• Interpreting the legal framework that impacts on local government and integrating it into overall municipal governance functions.
• Applying theories and processes to facilitate local government elections.
• Appling the broad managerial and administrative framework to municipal governance.
• Applying the principles of sustainable development in local government.
• Applying local government planning processes for municipal governance and local government development.
• Participating in municipal policy making and analysis processes.

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 is aimed at providing key

competences to councillors so that they can best fulfil their mandate in respect of improving the lives of all the citizens in municipalities. It provides the learner with the necessary skills, knowledge and attitudes required to act as a proactive link between the public and the council. The councillors within the local government context play a critical role in achieving the objectives of local government, especially the objective of defining policies and facilitating and managing sustainable development programmes that support the basic political commitment that 'the People Shall Govern'. They are critical to overseeing the councillor functions within the municipal sector and will be involved in a variety of functions including integrating the legislative framework for local government, participating in policy making and analysis processes, budgeting, facilitating local government elections and applying a broad managerial framework to the local government environment.

This qualification is in line with the overall learning pathways that the Department of Local Government is envisaging for its learners, both employed and unemployed. The learning pathway indicates a variety of learning opportunities for any learner embarking on a qualification within the local government context and this particular qualification initiates an opportunity for councillor in a managerial capacity to be more intricately exposed to the local government workings. The learning pathway starts with the NC: Ward Committee Governance, continues with the NC: Local Government Councillor Practices and the FETC: Leadership in Local Government. If the learner wishes, he/she can pursue a learning pathway in Local Government Administration and Finance, Local Economic Development, Integrated Development Planning and Municipal Financial Management. Further, this qualification can also provide the learner with a springboard into a career and learning pathway in the public sector. The learning pathways provide varied opportunities for a learner wishing to embark on a career within local government and are also complementary to other qualifications with the public sector.

RECOGNIZE PREVIOUS LEARNING?
Y

LEARNING ASSUMED IN PLACE
It is assumed that the learner is competent in:

- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.

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.

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 a 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 Qualification:

Access to this Qualification is open to learners in possession of National Senior Certificate, FETC, National Certificate: Vocational, Level 4 or equivalent.

QUALIFICATION RULES

The Certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training.

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

Motivation for number of credits assigned to Fundamental, Core and Elective:

Fundamental Component:

Unit standards of thirty nine credits are allocated to the fundamental components. The fundamental component covers underlying competences that complement the core component and better equip the learner to complete the core competences. The fundamental component is made up of communication, ethics, self development and information systems competences.

All Unit Standards in this component are compulsory.

Core Component:

Eighty one credits have been allocated to unit standards in the Core Component of this Qualification. This is to ensure that the Qualification has a strong Municipal Governance focus. The unit standards classified as Core describe the integral functions and activities required to for Municipal Governance. They provide an opportunity to develop knowledge of key municipal processes, legislative frameworks, managerial and administrative functions, sustainable development, local government planning, policy making and municipal budgeting. The unit standards encourage the application of knowledge and skills in real situations.

All Unit Standards are compulsory.

Elective Component:

There are unit standards totalling one hundred and ten credits in this Component. These unit standards continue from the core component in focusing on learning areas pertinent to a local government councillor and municipal governance 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 at least twenty credits. The learner may also select other unit standards at the level of the qualification, not listed in the qualification, but which would enhance the learner's work performance or employability, or which are particular interest to the learner, with the approval of the relevant ETQA (Education, Training and Quality Assurance Body).

EXIT LEVEL OUTCOMES

1. Apply a broad managerial, administrative and financial framework to a local government environment.

2. Design, implement, monitor and evaluate local government plans for development projects.

3. Apply theories and processes to facilitate local government elections.

ASSOCIATED ASSESSMENT CRITERIA

Assessment Criteria for Exit Level Outcome 1:

1.1 General management and administrative principles are analysed and integrated into the municipal environment.

1.2 The principles of financial management and budgeting are applied to own local government context.

1.3 Client service techniques are applied to improve service delivery.

1.4 Project management plans are integrated into municipal governance processes in order to make governance more effective.

Assessment Criteria for Exit Level Outcome 2:

2.1 The principles of sustainable development are applied to local government.

2.2 An understanding of the various plans in local government processes is demonstrated in relation to how they are formulated and integrated into various municipal projects.

2.3 The needs and situation in own constituency are analysed and concepts developed to address needs.

2.4 Contributions are made to municipal policy making and analysis processes based on needs identified in development projects and based on overall strategic objectives of local government.

Assessment Criteria for Exit Level Outcome 3:

3.1 An understanding of democratic processes is demonstrated.

3.2 An understanding of the election process and its facilitation is demonstrated accordingly.

3.3 Electoral theories are analysed and interpreted and appropriate choices are made for local government elections.

3.4 An understanding of the local government electoral dispensation is demonstrated via own facilitation of election 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 lined. 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:

Internationally, there are several countries that offer qualification for local government councillors. In particular, substantial qualifications were found in:

- Ireland.
- United Kingdom.
- United States.
- Australia.

The best aid to designing and evaluating Local Government Qualifications was found in Australia. This was the only qualification associated with unit standards and assessment criteria.

Africa:

In African countries, councillor development is facilitated in:

- Tanzania.
- Zambia.
- Malawi.

However, their programmes are more informal in nature and tend to be encompassed in other local government programmes.

Tanzania:

Tanzania has local structures starting from: Sub-Village Assembly, Village Government, Village Assembly, Ward Development Commitee, District Council, Regional Secretariat.

At present Tanzania is trying to come to terms with failures in its planning strategies and looks at programmes for councillors and ward committees. Unfortunately, no training materials could be found on a web search.

Zambia:

Zambia is still setting up suitable public participation processes. To date, the focus has been on social development of the urban poor. This was in realisation of the rising levels of poverty and economic reform policies of the 1990s that caused rising levels of unemployment and high cost of living. It has little to do with participative democracy and more with a 'Food for Asset', program aimed at turning poor communities of Zambia into viable producers of food for themselves and for sharing with the community. Thus, Zambian councillor activities and related programmes centre more on poverty alleviation programmes and there seems to be a lack of planning and municipal processes and structures as in the South African scenario.

Unfortunately, no training materials could be found on a web search.

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 improved broader citizen participation in decision-making and, the 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. On the web search, no training materials could be found.

Other countries:

Ireland:

Ireland is the country that does not have a specific qualification for councilors. However it does have a similar type of induction handbook as in South Africa. This handbook articulates to a generic management diploma and in relation to this, the following modules are offered:

- 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 will run throughout 2006. It will be branded as "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.

Note: The Qualifications Authority review of the Ulster University Diploma mentioned above follows Training/Professional development programmes. Such courses are offered at various

levels using a variety of non-traditional methods of delivery. They are specifically tailored to the needs of particular organisations and/or industry sectors.

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 team working 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.

As can be seen, the programmes are more generic in nature and very little of the curriculum is specifically geared towards councillors. It is implied that councillors in Ireland require primarily generic management competences in order to function as a councillor.

United Kingdom:

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 and 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 and 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 and DeA are similar to that of South Africa in that 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 listed to address 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.
- Municipalities make all sorts of rules, including junk car laws, site plan review, subdivision regulations, and zoning. At this session we will discuss the role of the enforcement officer in enforcing these regulations, from receiving complaints to sentencing or fining of violators.
- How to Conduct Effective Meetings and Hearings - 1 - 2 Hours.
- Importance of Planning and Zoning Board Minutes - 1 Hour.
- Inter municipal Planning - 1 - 2 Hours.
- Local Planning and Zoning - Who does what to whom and when? - 2 Hours.
- Making a Good Record: Minutes, Findings, and 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 and 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.
- Unravelling 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. It's 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 obviously a strong focus in local government programmes in Australia, including formal qualifications as listed below:

- 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:

- 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 documentation.
- 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.

As can be seen, Australia has the most comparable qualifications to the South African and it offers full qualifications in local government and also has a unit standards based approach.

Conclusion:

The whole issue of local government decentralisation in development is a major focus of the United Nations since the 1990's. The main problem identified by the United Nations is the lack of success stories around the world, mainly because of the absence of any real decentralisation and incentives for true public participation. Obviously the role of the Councillor in various countries is a part of their respective local government systems. 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 vary 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 so therefore only generic comparisons are possible. Of all the countries researched, Australia is the one that offers standards and qualifications based programmes in local government and this ties in comparably with the career pathway outlined within local government in South Africa.

ARTICULATION OPTIONS
This Qualification articulates horizontally with the following qualifications:

- ID 50060: National Certificate: Public Administration, Level 5.
- ID 50205: National Certificate: Municipal Integrated Development Planning, Level 5.
- ID 36438: National Certificate: Local Economic Development, Level 5.

This Qualification articulates vertically with the following qualifications:

- ID 36437: National Certificate: Local Economic Development, Level 6.

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.

NOTES

This qualification replaces qualification, 17013, " Advanced Certificate: Municipal Governance", Level 5, 170 Credits.

UNIT STANDARDS

	ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	120304	Analyse, interpret and communicate information	Level 5	9
Fundamental	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8
Fundamental	119352	Apply principles of information systems to public finance and administration	Level 5	12
Fundamental	119332	Manage and develop oneself in the public sector work environment	Level 5	10
Core	120310	Apply client service techniques to improve service delivery	Level 5	6
Core	255576	Apply the broad managerial and administrative framework to a local government environment	Level 5	8
Core	116345	Apply the principles of budgeting within a municipality	Level 5	15
Core	255578	Apply the principles of sustainable development in local government	Level 5	8
Core	255575	Apply the theories and processes to facilitate local government elections	Level 5	8
Core	255577	Design, implement, monitor and evaluate local government plans for development projects	Level 5	8
Core	243824	Develop an integrated Project Management plan for a simple to moderately complex project	Level 5	8
Core	255579	Interpret and analyse the impact of legislative framework on local government	Level 5	8
Core	255574	Participate in municipal policy making and analysis processes	Level 5	12
Elective	110525	Apply a range of skills to facilitate workshops, community meetings and planned sessions in the local economic development environment	Level 5	8
Elective	110487	Describe and explain national and provincial strategies and policies relevant to local economic development	Level 5	6
Elective	120499	Design and implement a set of engagement and participation processes, systems and events in support of the integrated development planning process in a municipality	Level 5	8
Elective	110505	Design, implement and manage a local economic development project in own work context	Level 5	8
Elective	120500	Evaluate the effectiveness and efficiency of the integrated development planning processes	Level 5	12
Elective	252043	Manage a diverse work force to add value	Level 5	6
Elective	119336	Manage the development and performance of human capital in the public sector	Level 5	12
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14
Elective	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	Level 6	15
Elective	242914	Apply the principles and theories of public sector project management	Level 6	12
Elective	116363	Prepare and analyse municipal financial reports	Level 6	12

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Participate in municipal policy making and analysis processes

SAQA US ID	UNIT STANDARD TITLE		
255574	Participate in municipal policy making and analysis processes		
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	12

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate a basic understanding of and apply theories and concepts relating to policy design, implementation and evaluation.

SPECIFIC OUTCOME 2
Demonstrate a basic understanding of policy design or improvement success factors.

SPECIFIC OUTCOME 3
Demonstrate an understanding of the implementation, monitoring and evaluation of local government policy interventions.

SPECIFIC OUTCOME 4
Evaluate the requirements of a valid by-law.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	60529	National Certificate: Municipal Governance	Level 5

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Apply the theories and processes to facilitate local government elections

SAQA US ID	UNIT STANDARD TITLE		
255575	Apply the theories and processes to facilitate local government elections		
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of democratic processes.

SPECIFIC OUTCOME 2
Demonstrate an understanding of the election process.

SPECIFIC OUTCOME 3
Analyse and interpret different electoral theories and determine appropriate choices for local government elections.

SPECIFIC OUTCOME 4
Demonstrate an understanding of local government's electoral dispensation.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	60529	National Certificate: Municipal Governance	Level 5

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Apply the broad managerial and administrative framework to a local government environment

SAQA US ID	*UNIT STANDARD TITLE*			
255576	Apply the broad managerial and administrative framework to a local government environment			
ORIGINATOR		*PROVIDER*		
SGB Administration				
FIELD		*SUBFIELD*		
3 - Business, Commerce and Management Studies		Public Administration		
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*		*CREDITS*
Undefined	Regular	Level 5		8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Identify how various categories of municipalities are established and interact with one another.

SPECIFIC OUTCOME 2
Identify and explain the powers and functions within the different municipal structures.

SPECIFIC OUTCOME 3
Integrate local and public management philosophies into overall managerial function.

SPECIFIC OUTCOME 4
Demonstrate an understanding of the managerial and administrative requirements of efficient municipal service rendering.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	60529	National Certificate: Municipal Governance	Level 5

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Design, implement, monitor and evaluate local government plans for development projects

SAQA US ID	UNIT STANDARD TITLE		
255577	Design, implement, monitor and evaluate local government plans for development projects		
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of the various plans in local government processes and their formulation and integration into various municipal projects.

SPECIFIC OUTCOME 2
Identify and analyse needs and situations in constituency and conceptualise possible related development projects.

SPECIFIC OUTCOME 3
Develop a strategic plan for local government processes and projects in own work context.

SPECIFIC OUTCOME 4
Compile process documents for integrated development planning.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	60529	National Certificate: Municipal Governance	Level 5

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Apply the principles of sustainable development in local government

SAQA US ID	UNIT STANDARD TITLE		
255578	Apply the principles of sustainable development in local government		
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Identify and analyse the various environments that impact on local government.

SPECIFIC OUTCOME 2
Conduct an environmental analysis for local government.

SPECIFIC OUTCOME 3
Implement, monitor and evaluate programmes and projects associated with socio-economic and sustainable development.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	60529	National Certificate: Municipal Governance	Level 5

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Interpret and analyse the impact of legislative framework on local government

SAQA US ID	*UNIT STANDARD TITLE*			
255579	Interpret and analyse the impact of legislative framework on local government			
ORIGINATOR		*PROVIDER*		
SGB Administration				
FIELD		*SUBFIELD*		
3 - Business, Commerce and Management Studies		Public Administration		
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*		*CREDITS*
Undefined	Regular	Level 5		8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of the background and founding provision of the Constitution and how this impacts on local government.

SPECIFIC OUTCOME 2
Identify and explain the broad spectrum of municipal and related administrative legislation and regulations that guide and direct the daily functioning of local government.

SPECIFIC OUTCOME 3
Analyse and interpret the concept of co-operative government.

SPECIFIC OUTCOME 4
Identify and explain the objectives of local government.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

	ID	QUALIFICATION TITLE	LEVEL
Core	60529	National Certificate: Municipal Governance	Level 5

No. 159   **15 February 2008**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Task Team for

Wholesale and Retail

registered by Organising Field 11, Services, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Unit Standards. The Unit Standards can be accessed via the SAQA web-site at **www.saqa.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 15 March 2007.* All correspondence should be marked **Standards Setting – Task Team for Wholesale and Retail** and addressed to

> The Director: Standards Setting and Development
> SAQA
> *Attention: Mr. D Mphuthing*
> Postnet Suite 248
> Private Bag X06
> Waterkloof
> 0145
> or faxed to 012 – 431-5144
> e-mail: dmphuthing@saqa.co.za

DR. S. BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Handle help desk queries

SAQA US ID	UNIT STANDARD TITLE			
254594	Handle help desk queries			
ORIGINATOR		PROVIDER		
Task Team - Wholesale and Retail				
FIELD		SUBFIELD		
11 - Services		Wholesale and Retail		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 2		12

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Explain the use of organisational call desk systems.

SPECIFIC OUTCOME 2
Answer and categorise in-coming queries.

SPECIFIC OUTCOME 3
Respond to queries.

SPECIFIC OUTCOME 4
Plan to make calls to solve queries.

SPECIFIC OUTCOME 5
Place calls to solve queries.

SPECIFIC OUTCOME 6
Record information.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Control the flow of information in a wholesale and retail unit

SAQA US ID	UNIT STANDARD TITLE			
254595	Control the flow of information in a wholesale and retail unit			
ORIGINATOR		PROVIDER		
Task Team - Wholesale and Retail				
FIELD		SUBFIELD		
11 - Services		Wholesale and Retail		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 4		8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Analyse and verify wholesale and retail administration documentation.

SPECIFIC OUTCOME 2
Resolve identified discrepancies appearing on wholesale and retail administration documentation.

SPECIFIC OUTCOME 3
Manage finalisation of wholesale and retail administrative documentation.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage time keeping records

SAQA US ID	UNIT STANDARD TITLE		
254596	Manage time keeping records		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Check timekeeping records for completeness.

SPECIFIC OUTCOME 2
Analyse time keeping records to determine short time and overtime.

SPECIFIC OUTCOME 3
Validate time keeping records.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Schedule staff

SAQA US ID	UNIT STANDARD TITLE		
255494	Schedule staff		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	10

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Determine operational staff requirements.

SPECIFIC OUTCOME 2
Develop a staffing plan.

SPECIFIC OUTCOME 3
Implement and maintain the staffing schedule.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate an understanding of the sectoral determination for the wholesale and retail sector

SAQA US ID	UNIT STANDARD TITLE		
255495	Demonstrate an understanding of the sectoral determination for the wholesale and retail sector		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of the Sectoral Determination.

SPECIFIC OUTCOME 2
Explain application of the Sectoral Determination within the organisation.

SPECIFIC OUTCOME 3
Explain how the Sectoral Determination impacts on the management of the unit.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage a training intervention

SAQA US ID	UNIT STANDARD TITLE			
255496	Manage a training intervention			
ORIGINATOR		PROVIDER		
Task Team - Wholesale and Retail				
FIELD		SUBFIELD		
11 - Services		Wholesale and Retail		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 5		8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Identify organisational policies & procedures for training of staff.

SPECIFIC OUTCOME 2
Plan a training intervention.

SPECIFIC OUTCOME 3
Manage implementation of a training intervention.

SPECIFIC OUTCOME 4
Review a training intervention.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage stock holding procedures in a wholesale and retail unit

SAQA US ID	UNIT STANDARD TITLE		
255497	Manage stock holding procedures in a wholesale and retail unit		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	6

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Explain the effect of stock on the finances of the organisation.

SPECIFIC OUTCOME 2
Manage the recording of stock information for record keeping.

SPECIFIC OUTCOME 3
Manage stock levels to improve profitability of the unit.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage cold chain processes in a wholesale and retail unit

SAQA US ID	UNIT STANDARD TITLE		
255498	Manage cold chain processes in a wholesale and retail unit		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	6

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Manage cold chain processes in the various areas of the unit.

SPECIFIC OUTCOME 2
Manage the process of clearing spoiled/expired foods.

SPECIFIC OUTCOME 3
Manage the optimal performance of refrigeration systems.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage shrinkage and losses in a wholesale and retail unit

SAQA US ID	UNIT STANDARD TITLE		
255499	Manage shrinkage and losses in a wholesale and retail unit		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	12

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Analyse factors impacting on shrinkage and losses in a W and R unit.

SPECIFIC OUTCOME 2
Plan the reduction of shrinkage and losses.   ·

SPECIFIC OUTCOME 3
Implement and evaluate shrinkage and loss reduction action plans.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage procedures that increase the nett income of a wholesale and retail unit

SAQA US ID	UNIT STANDARD TITLE		
255500	Manage procedures that increase the nett income of a wholesale and retail unit		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Plan to improve the operational performance of a Wholesale and Retail outlet.

SPECIFIC OUTCOME 2
Demonstrate an understanding of operational expenses in a Wholesale and Retail unit.

SPECIFIC OUTCOME 3
Explain the effect of sales and gross profit on the nett profit of the organisation.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Conduct a disciplinary hearing

SAQA US ID	UNIT STANDARD TITLE		
255514	Conduct a disciplinary hearing		
ORIGINATOR		PROVIDER	
Task Team - Wholesale and Retail			
FIELD		SUBFIELD	
11 - Services		Wholesale and Retail	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	15

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Explain organisational and legal policies, procedures for instituting disciplinary action.

SPECIFIC OUTCOME 2
Investigate the allegation.

SPECIFIC OUTCOME 3
Prepare for a hearing.

SPECIFIC OUTCOME 4
Conduct a disciplinary hearing.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None