

Integrated Municipal Finance, Project Management & Performance Management

1. Overview

The purpose of this programme is to equip participants working in the public sector, particularly within municipal environments, with the knowledge and practical skills to effectively administer municipal accounting and budgeting processes, apply project management tools and techniques, and manage individual and team performance.

The programme aims to strengthen technical finance and administrative capacity, improve project delivery, and enhance performance management within municipalities and related public sector institutions.

2. Programme Outcome:

- Demonstrate an understanding of a municipal accounting system
- Implement and use a municipal accounting information system
- Process payroll transactions in a municipal environment
- Apply budgeting principles to municipal financial resource management
- Plan and prepare a municipal budget and financial reporting cycle
- Apply accrual accounting procedures, including accruals and prepayments
- Demonstrate an understanding of project management tools and techniques
- Use appropriate project management tools in small projects or as part of larger projects
- Identify project risks and apply corrective action when challenges arise
- Set individual and team performance goals and measures
- Develop performance improvement and development plans
- Monitor, evaluate, and provide feedback on performance
- Apply negotiation, interviewing, and interpersonal skills in managing performance
- Gather and use relevant information to manage team effectiveness

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0225
SAQA US:	123458, 120385, 11473
NQF Level:	4
Credits:	30
Entry Requirements:	A National Senior Certificate (Grade 12)
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

(123458 US): Administer accounting and budgeting for input into municipal financial resource management

(120385 US): Apply a range of project management tools and techniques

(11473 US): Manage individual and team performance

4. Topics

Module 1: Municipal Accounting Systems

- Overview of Municipal Finance Management
- Elements of a Municipal Accounting System
- Accounting policies and procedures
- Control accounts and reconciliations
- Accrual accounting (accruals and prepayments)

Module 2: Municipal Budgeting & Financial Reporting

- Principles of public sector budgeting
- Medium-Term Revenue and Expenditure Framework (MTREF)
- Budget preparation and planning cycle
- Financial reporting requirements
- Monitoring and budget control

Module 3: Payroll Administration in a Municipality

- Payroll systems and processes
- Statutory deductions and compliance
- Payroll reconciliation and reporting
- Internal controls in payroll processing

We trust that the above is in order and look forward to hearing from you for Implementation

Module 4: Project Management Tools and Techniques

- Introduction to project management concepts
- Project life cycle
- Work Breakdown Structure (WBS)
- Gantt charts and scheduling tools
- Risk identification and management
- Monitoring and corrective action

Module 5: Managing Individual and Team Performance

- Understanding the work environment
- Setting SMART performance goals
- Performance measurement systems
- Coaching and mentoring
- Conducting performance reviews
- Conflict resolution and negotiation skills
- Team motivation and engagement

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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