

Integrated Development Planning & Monitoring

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills to participate in Integrated Development Planning (IDP), apply monitoring and evaluation (M&E) principles and tools, and effectively plan, organise, and monitor work activities. Participants will be able to contribute to improved organisational performance, strategic planning, accountability, and service delivery through effective monitoring, evaluation, and work management practices.

2. Programme Outcome:

- Plan, organise, and monitor work activities within their area of responsibility
- Explain the Integrated Development Planning (IDP) process and its institutional framework
- Contribute to the preparation and implementation of Integrated Development Plans
- Apply monitoring and evaluation principles in organisational and programme performance assessment
- Design monitoring and evaluation plans using appropriate methodologies
- Collect, analyse, and interpret performance data
- Present monitoring and evaluation findings and recommendations
- Promote continuous improvement and evidence-based decision-making

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0986

SAQA US:

7866, 110498, 337059, 337063

NQF Level:

5

Credits:

31

Entry Requirements:

NQF Level 4 qualification

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.

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.

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

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

- **(7866 US):** Plan, organise and monitor work in own area of responsibility
- **(110498 US):** Identify and explain the process, institutional aspects and a support system for integrated development planning (IDP)
- **(337059 US):** Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context
- **(337063 US):** Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context

4. Topics

Module 1: Planning and Work Management

- Planning and Organising Work
- Setting Work Priorities
- Monitoring Performance
- Resource Planning
- Team Coordination
- Productivity Improvement
- Time Management

Module 2: Integrated Development Planning (IDP)

- Introduction to Integrated Development Planning
- Legislative Framework for IDP
- The IDP Process
- Institutional Arrangements
- Stakeholder Participation
- Preparing and Compiling an IDP
- Challenges in IDP Implementation
- Improving Municipal Service Delivery

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

Module 3: Monitoring and Evaluation

- Principles of Monitoring and Evaluation
- Monitoring and Evaluation Frameworks
- Research Design and Methodology
- Developing Monitoring and Evaluation Plans
- Performance Indicators
- Data Collection and Analysis
- Reporting Findings and Recommendations
- Continuous Improvement and Organisational Performance

5. Target Market

This programme is suitable for:

- Local Economic Development (LED) Practitioners
- Municipal Officials
- Economic Development Officers
- Project Coordinators
- Community Development Practitioners
- Programme Managers
- Business Development Officers
- Funding and Grant Coordinators
- Public Sector Managers
- Non-Governmental Organisation (NGO) Practitioners
- Economic Development Consultants

6. 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.

7. 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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