

Municipal Budgeting, Reporting, Monitoring & Evaluation

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to plan and manage municipal budgeting and reporting cycles while applying monitoring and evaluation principles and tools to assess organisational and programme performance. Participants will develop competencies to ensure compliance with legislative requirements, improve financial planning and reporting, design monitoring and evaluation systems, and support informed decision-making for improved service delivery.

2. Programme Outcome:

- Apply the South African legislative framework to municipal budgeting and reporting processes
- Plan and coordinate municipal budgeting and reporting cycles
- Advise on the roles and responsibilities of stakeholders involved in municipal budgeting
- Integrate budgeting processes with legislative and strategic planning requirements
- Explain the principles and purpose of monitoring and evaluation
- Design monitoring and evaluation plans for programmes and organisations
- Collect, analyse, and interpret monitoring and evaluation data
- Present monitoring and evaluation findings and recommendations
- Use monitoring and evaluation to improve organisational and programme performance

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0979

SAQA US:

116364, 337059, 337063

NQF Level:

6

Credits:

28

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

- **(116364 US):** Plan a municipal budgeting and reporting cycle
- **(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: Municipal Budgeting and Reporting

- South African Municipal Budgeting Framework
- Municipal Budgeting Cycle
- Legislative Requirements for Budgeting
- Budget Planning and Coordination
- Budget Reporting Processes
- Roles and Responsibilities in Municipal Budgeting
- Financial Governance and Compliance
- Strategic Budget Integration

Module 2: Principles of Monitoring and Evaluation

- Introduction to Monitoring and Evaluation
- Purpose and Benefits of M&E
- M&E Policies and Frameworks
- Performance Indicators
- Organisational Performance Assessment
- Monitoring and Evaluation Systems
- Governance and Accountability

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

Module 3: Monitoring and Evaluation in Practice

- M&E Research Design and Methodology
- Designing Monitoring and Evaluation Plans
- Data Collection Techniques
- Data Analysis and Interpretation
- Reporting M&E Findings
- Developing Recommendations
- Continuous Improvement
- Evidence-Based Decision-Making

5. Target Market

This programme is suitable for:

- Municipal Finance Practitioners
- Budget and Treasury Officials
- Monitoring and Evaluation Practitioners
- Municipal Managers
- Strategic Planning Managers
- Programme and Project Managers
- Performance Management Officers
- Government Officials
- Public Sector Supervisors and Managers
- Non-Governmental Organisation (NGO) Managers
- Public Sector 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.

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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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