

Municipal Strategic Planning, Capital Planning & Financing

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to contribute to municipal strategic planning, capital investment planning, and project financing. Participants will develop the competencies needed to evaluate capital projects, identify financing options, participate in strategic planning processes, and support sustainable municipal development and improved service delivery.

2. Programme Outcome:

- Contribute to the strategic planning process within a municipality
- Apply strategic management principles to support municipal objectives
- Develop and evaluate capital investment proposals
- Identify appropriate financing options for municipal capital projects
- Prepare documentation required for capital project approval
- Apply capital budgeting techniques in municipal decision-making
- Support long-term financial sustainability and infrastructure development
- Promote improved municipal service delivery through effective planning

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0977

SAQA US:

116347 & 116358

NQF Level:

6

Credits:

30

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.

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

- **(116347 US):** Contribute to capital planning and financing
- **(116358 US):** Contribute to the strategic planning process in a South African municipality

4. Topics

Module 1: Strategic Planning in Municipalities

- Principles of Strategic Management
- Municipal Strategic Planning Process
- Integrated Development Planning (IDP)
- Setting Strategic Objectives
- Performance Planning
- Stakeholder Participation
- Decision-Making in Local Government
- Strategic Leadership

Module 2: Capital Planning and Financing

- Principles of Capital Planning
- Capital Budgeting
- Capital Investment Appraisal
- Municipal Infrastructure Planning
- Project Feasibility Studies
- Sources of Municipal Finance
- Project Financing Options
- Funding Applications and Documentation

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

Module 3: Municipal Project and Financial Planning

- Project Planning and Prioritisation
- Financial Sustainability
- Risk Considerations in Capital Projects
- Legislative Requirements
- Monitoring Capital Projects
- Infrastructure Investment
- Improving Service Delivery Through Strategic Investment

5. Target Market

This programme is suitable for:

- Municipal Managers
- Strategic Planning Managers
- Chief Financial Officers (CFOs)
- Finance Managers
- Budget and Treasury Officials
- Infrastructure and Capital Project Managers
- Economic Development Practitioners
- Municipal Engineers involved in capital projects
- Public Sector Managers
- Government Officials involved in strategic planning and municipal development

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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