

Municipal Governance & Legislative Framework

1. Overview

This programme equips participants with the knowledge and practical skills required to understand the legislative and policy framework governing Local Government, the impact of national development programmes, and the importance of accountability and effective communication in municipal environments. Participants will develop the ability to interpret Local Government legislation, understand municipal structures and governance, communicate effectively with stakeholders, and demonstrate ethical leadership and accountability in support of effective service delivery.

2. Programme Outcome:

- Explain the legislative and policy framework governing Local Government
- Describe the functions, powers, and structures of municipalities
- Explain the policy development process and the institutions supporting constitutional democracy
- Identify national development programmes and assess their impact on Local Government
- Explain the relationship between national policies and municipal service delivery
- Demonstrate accountability, ethical behaviour, and sound decision-making within the Local Government environment
- Communicate effectively with diverse audiences in formal and informal workplace settings
- Apply audience-appropriate communication techniques to engage stakeholders
- Identify and respond appropriately to manipulative communication
- Promote effective governance, transparency, and public participation

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0211
SAQA US:	244175, 244294, 244301, 119472
NQF Level:	3
Credits:	27
Entry Requirements:	Basic Mathematical & Numeracy skills
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

- **(244175 US):** Demonstrate an understanding of the policy and legal framework guiding Local Government
- **(244294 US):** Demonstrate an understanding of national programmes and their impact on Local Government
- **(244301 US):** Ensure personal accountability in own Local Government context
- **(119472 US):** Accommodate audience and context needs in oral/signed communication

4. Topics

Module 1: Introduction to Local Government Governance

- Overview of Local Government in South Africa
- Constitutional foundations of Local Government
- Principles of cooperative governance
- Roles and responsibilities of municipalities
- Public sector governance and service delivery

Module 2: Legislative and Policy Framework

- The Constitution of South Africa
- Municipal Structures Act
- Municipal Systems Act
- Municipal Finance Management Act (MFMA)
- Policy frameworks guiding Local Government
- Legislative compliance and governance

Module 3: Municipal Structures, Functions and Powers

- Types of municipalities
- Municipal governance structures
- Powers and functions of municipalities
- Roles of municipal councils and councillors
- Intergovernmental relations
- Accountability within municipal structures

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

Module 4: Policy Development and Constitutional Democracy

- Policy formulation process
- Public participation in policy development
- Institutions supporting constitutional democracy
- Governance, ethics, and transparency
- Legislative oversight and accountability

Module 5: National Programmes and Local Government

- Government economic growth strategies
- National Development Plan (NDP)
- Public sector development initiatives
- Infrastructure and service delivery programmes
- Socio-economic development initiatives
- Coordination between national, provincial, and local government

Module 6: Impact of National Programmes on Municipalities

- Service delivery improvement
- Municipal planning and implementation
- Local Economic Development (LED)
- Community development programmes
- Monitoring and evaluating programme outcomes
- Challenges in implementation

Module 7: Personal Accountability in Local Government

- Principles of accountability
- Professional ethics and integrity
- Workplace responsibilities
- Decision-making processes
- Problem-solving techniques
- Compliance with organisational policies

Module 8: Effective Communication in Local Government

- Principles of effective communication
- Verbal and non-verbal communication
- Adapting communication to different audiences
- Active listening skills
- Professional communication practices
- Cultural awareness and diversity

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Module 9: Stakeholder Engagement and Public Participation

- Communicating with communities and stakeholders
- Public consultation techniques
- Presentation and facilitation skills
- Managing difficult conversations
- Identifying manipulative communication
- Building trust through transparent communication

5. Target Market

This programme is suitable for:

- Municipal Councillors
- Municipal Officials
- Public Sector Administrators
- Community Development Practitioners
- Local Government Supervisors and Team Leaders
- Municipal Managers
- Policy and Governance Officers
- Public Participation Officers
- Administrative Officers
- Project Coordinators
- Learners entering the Local Government environment
- Individuals seeking careers in municipal governance, public administration, or community 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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