



Who Should Attend

- Public Officials

Learning Assumed To Be In Place

- Communication at NQF Level 4.
- Mathematics or Mathematical Literacy at NQF level 4.
- Computer Literacy at NQF Level 3.
- Recognition of Prior Learning

Programme Description

This programme is suitable for learners from provincial and national government departments including public entities, parastatals and public owned enterprises. The National Diploma in Public Finance and Administration consists of exit level learning outcomes covering accounting reporting, administration, auditing, budgeting, economics, information systems, business calculations, risk management and legislative framework for the public sector. The competencies covered in the unit standards encapsulate the competencies required by public officials working at the operational level. The qualification will therefore enhance the ability of the qualifying learner as a public finance official to perform the necessary financial administration tasks expected as well as improve management abilities.

Programme Outcomes

- Conduct and apply mathematical analyses relating to economics and finance.
- Discuss the selected legislative regulatory framework governing the public sector management and administration environment.
- Manage and develop oneself in the public sector work environment.
- Apply economics principles to finance and management decisions.
- Apply knowledge of ethical principles and standards of professional conduct in public sector administration.
- Apply communication principles in the coordination of selected public sector communication programmes.
- Apply accounting principles and procedures in the preparation of reports for decision-making.
- Apply the principles of budgeting within a municipality.
- Apply cost management information systems in the preparation of management reports.
- Apply principles, regulations and legislation underlying supply chain management in the public sector.
- Conduct and apply statistical analyses required to make informed public sector finance decisions.
- Apply selected GRAP statements to the periodic accounting reporting process.



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CORE:

| ID | QUALIFICATION TILE | LEVEL | CREDIT |
|--------|---|-------|--------|
| 119347 | Analyse and evaluate the impact of macroeconomic data on the operating environment of the public sector | lv 5 | 12 |
| 119350 | Apply accounting principles and procedures in the preparation of reports and decision making | lv 5 | 15 |
| 119341 | Apply cost management information systems in the preparation of management reports | lv 5 | 15 |
| 119351 | Apply principles of computerised systems to manage data and reports relevant to the public sector administration | lv 5 | 10 |
| 119352 | Apply principles of information systems to public finance and administration | lv 5 | 12 |
| 119349 | Apply principles of risk management to manage and report risk situations | lv 5 | 8 |
| 119345 | Apply principles/ regulations and legislation underlying supply chain management in the public sector | lv 5 | 15 |
| 119348 | Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process | lv 5 | 12 |
| 119344 | Apply the legislation governing the establishment and management of public entities | lv 5 | 12 |
| 116345 | Apply the principles of budgeting within a municipality | lv 5 | 15 |
| 119334 | Discuss the selected legislative regulatory framework governing the public sector management and administration environment | lv 5 | 12 |
| 119336 | Manage the development and performance of human capital in the public sector | lv 5 | 12 |

FUNDAMENTAL:

| | | | |
|--------|--|------|----|
| 119340 | Apply economic principles to finance and management decisions | lv 5 | 15 |
| 119342 | Apply knowledge of ethical principles/ standards and professional conduct in public sector management and administration | lv 5 | 8 |
| 119346 | Apply sound communication principles in the coordination of selected public sector communications programmes | lv 5 | 10 |
| 119333 | Conduct and apply mathematical analyses relating to economics and finance | lv 5 | 15 |
| 119335 | Conduct and apply statistical analyses required to make informed public sector finance decisions | lv 5 | 15 |
| 119332 | Manage and develop oneself in the public sector work environment | lv 5 | 10 |

ELECTIVE:

| | | | |
|--------|--|------|----|
| 119343 | Apply operations research principles and tools in the management of project activities and resources | lv 5 | 15 |
| 337061 | Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa | lv 5 | 15 |
| 119337 | Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system | lv 5 | 12 |
| 119338 | Participate in the planning and implementation of disaster management systems | lv 5 | 8 |
| 119339 | Prepare and interpret tax reports and returns required by South Africa's legislation | lv 5 | 12 |
| 116340 | Apply costing principles to municipal operational and service based costing | lv 6 | 11 |
| 116346 | Apply techniques and South African statutes to cash and investment management in a municipal environment | lv 6 | 10 |
| 116358 | Contribute to the strategic planning process in a South African municipality | lv 6 | 15 |
| 119353 | Plan and implement public private partnerships for municipal service delivery | lv 6 | 12 |



Who Should Attend

- Employees in Local Government who facilitate relations between communities and other stakeholders
- Councillors

Learning Assumed To Be In Place

- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.
- Recognition of Prior Learning

Programme Description

The qualification is aimed at learners in a local government context who facilitate democratic relations between the community, Local Government and various stakeholders that impact on local government democratic processes. This programme is aligned to legislative framework as contemplated in the Municipal Financial Management Act. The qualification is aimed at providing key competences to councillors so that they can best fulfil their mandate in respect of improving the lives of all the citizens in municipalities. It provides the learner with the necessary skills, knowledge and attitudes required to act as a proactive link between the public and the council. This qualification is in line with the overall learning pathways that the Department of Local Government is envisaging for its learners, both employed and unemployed.

Programme Outcomes

- Apply a broad managerial, administrative and financial framework to a local government environment.
- Design, implement, monitor and evaluate local government plans for development projects.
- Apply theories and processes to facilitate local government elections.

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CORE:

| ID | QUALIFICATION TILE | LEVEL | CREDIT |
|--------|---|-------|--------|
| 120310 | Apply client service techniques to improve service delivery | lv 5 | 6 |
| 255576 | Apply the broad managerial and administrative framework to a local government environment | lv 5 | 8 |
| 116345 | Apply the principles of budgeting within a municipality | lv 5 | 15 |
| 255578 | Apply the principles of sustainable development in local government | lv 5 | 8 |
| 255575 | Apply the theories and processes to facilitate local government elections | lv 5 | 8 |
| 255577 | Design/ implement/ monitor and evaluate local government plans for development projects | lv 5 | 8 |
| 243824 | Develop an integrated Project Management plan for a simple to moderately complex project | lv 5 | 8 |
| 255579 | Interpret and analyse the impact of legislative framework on local government | lv 5 | 8 |
| 255574 | Participate in municipal policy making and analysis processes | lv 5 | 12 |

FUNDAMENTAL:

| | | | |
|--------|--|------|----|
| 120304 | Analyse/ interpret and communicate information | lv 5 | 9 |
| 119342 | Apply knowledge of ethical principles/ standards and professional conduct in public sector management and administration | lv 5 | 8 |
| 119352 | Apply principles of information systems to public finance and administration | lv 5 | 12 |
| 119332 | Manage and develop oneself in the public sector work environment | lv 5 | 10 |

ELECTIVE:

| | | | |
|--------|--|------|----|
| 110525 | Apply a range of skills to facilitate workshops/ community meetings and planned sessions in the local economic development environment | lv 5 | 8 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | lv 5 | 5 |
| 110487 | Describe and explain national and provincial strategies and policies relevant to local economic development | lv 5 | 6 |
| 120499 | Design and implement a set of engagement and participation processes/ systems and events in support of the integrated development planning process in a municipality | lv 5 | 8 |
| 110505 | Design/ implement and manage a local economic development project in own work context | lv 5 | 8 |
| 120500 | Evaluate the effectiveness and efficiency of the integrated development planning processes | lv 5 | 12 |
| 252043 | Manage a diverse work force to add value | lv 5 | 6 |
| 119336 | Manage the development and performance of human capital in the public sector | lv 5 | 12 |
| 10146 | Supervise a project team of a developmental project to deliver project objectives | lv 5 | 14 |
| 116342 | Apply approaches to managing municipal income and expenditure within a multiyear framework | lv 6 | 15 |
| 337059 | Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context | lv 6 | 15 |
| 242914 | Apply the principles and theories of public sector project management | lv 6 | 12 |
| 116363 | Prepare and analyse municipal financial reports | lv 6 | 12 |



Who Should Attend

- Municipal employees
- Councillors
- Supply Chain employees

Learning Assumed To Be In Place

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4
- Economics at NQF Level 4
- Accounting at NQF Level 4

Programme Description

This programme is aligned to legislative framework as contemplated in the Municipal Financial Management Act. The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing and reporting processes. Individual learners will benefit through enhancing their personal competencies, knowledge and skills so as to be able to complete tasks required in their employment contracts and by legislation.

Programme Outcomes

- Demonstrate knowledge and critical understanding of municipal finance issues in general, and their areas of focus in particular.
- Apply economic principles to municipal finance management.
- Assess foundations and principles of municipal practice in South Africa.
- Implement well-grounded and systematically developed principles in municipal financial management.
- Proffer solutions to municipal service management and delivery problems.
- Engage with the broader field of municipal finance management.
- Support as a strategic management leader in the field of municipal finance management.
- Contribute to others' understanding of current and emerging municipal finance issues.
- Demonstrate responsibility and adaptability as a professional in a municipality setting.

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CORE:

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|--------|--|-------|--------|
| 116345 | Apply the principles of budgeting within a municipality | lv 5 | 15 |
| 116342 | Apply approaches to managing municipal income and expenditure within a multi-year framework | lv 6 | 15 |
| 116340 | Apply costing principles to municipal operational and service-based costing | lv 6 | 11 |
| 116339 | Apply risk management in South African municipalities | lv 6 | 10 |
| 116346 | Apply techniques and South African statutes to cash and investment management in a municipal environment | lv 6 | 10 |
| 116344 | Apply the Inter-governmental Fiscal Relations Act to municipal financial management | lv 6 | 10 |
| 116347 | Contribute to capital planning and financing | lv 6 | 15 |
| 116358 | Contribute to the strategic planning process in a South African municipality | lv 6 | 15 |
| 116362 | Manage a municipality's assets and liabilities | lv 6 | 11 |
| 116353 | Participate in the design and implementation of municipal supply chain management | lv 6 | 12 |
| 116364 | Plan a municipal budgeting and reporting cycle | lv 6 | 8 |
| 116363 | Prepare and analyse municipal financial reports | lv 6 | 12 |

FUNDAMENTAL:

| | | | |
|--------|--|------|----|
| 116343 | Apply the principles of ethics in a municipal environment | lv 6 | 10 |
| 116348 | Conduct stakeholder consultation around municipal finance programmes | lv 6 | 8 |

ELECTIVE:

| | | | |
|--------|---|------|----|
| 116351 | Conduct auditing planning and implementation in a South African municipality | lv 5 | 12 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | lv 5 | 5 |
| 337059 | Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context | lv 6 | 15 |
| 116341 | Conduct performance management to a South African municipal environment | lv 6 | 12 |



Who Should Attend

- Municipal officials
- Municipal Financial Officials

Learning Assumed To Be In Place

- Grade 12 (Matric) Qualification or grade 11 with two years work experience

Programme Description

This programme is suitable to municipal officials who work with senior management officials so as to provide support to strategic leadership and management. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. This qualification serves, as a basis of an effective implementation process by defining and identifying those competencies required by technical public officials. The possession of relevant knowledge, skills and attitude by technical municipal officials is crucial to the implementation of municipal financial management reforms. The FETC: Municipal Finance and Administration is aimed at practitioners working in or wishing to work in the Municipal sector. It is a qualification in a career pathway towards an accomplished municipal financial management specialist.

Programme Outcomes

- Discuss and implement selected legislative and regulatory guidelines governing the public sector management and administration environment.
- Apply accounting principles and procedures for municipal resource management.
- Conduct revenue and cost analysis in the context of multi-year revenue and expenditure management in municipalities.
- Explain and apply management information systems in a municipal environment.
- Manage self and projects in a municipal environment.
- Design and apply administrative principles, procedures and systems in municipal office administration.

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Further Education and Training Certificate: Municipal Finance and Administration

SAQA ID: 50372

CORE:

| ID | QUALIFICATION TILE | LEVEL | CREDIT |
|--------|--|-------|--------|
| 123458 | Administer accounting and budgeting for input into municipal financial resource management | lv 4 | 15 |
| 123457 | Compile revenue and cost analyses in the context of multiyear revenue and expenditure management in municipalities | lv 4 | 12 |
| 123460 | Develop and apply administrative principles in the implementation of Municipal Office Administration | lv 4 | 6 |
| 123455 | Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system | lv 4 | 10 |
| 123459 | Manage selfdevelopment in the workplace | lv 4 | 6 |
| 123456 | Participate in employee health/ safety and security administration at the workplace | lv 4 | 10 |
| 119352 | Apply principles of information systems to public finance and administration | lv 5 | 12 |
| 119334 | Discuss the selected legislative regulatory framework governing the public sector management and administration environment | lv 5 | 12 |
| 119344 | Apply the legislation governing the establishment and management of public entities | lv 5 | 12 |

FUNDAMENTAL:

| | | | |
|--------|---|------|---|
| 119472 | Accommodate audience and context needs in oral/signed communication | lv 3 | 5 |
| 119457 | Interpret and use information from texts | lv 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | lv 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | lv 3 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life | lv 4 | 6 |
| 119462 | Engage in sustained oral/signed communication and evaluate spoken/signed texts | lv 4 | 5 |
| 119469 | Read/view/ analyse and respond to a variety of texts | lv 4 | 5 |
| 9016 | Represent analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts | lv 4 | 4 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal/ business/ national and international issues | lv 4 | 6 |
| 12153 | Use the writing process to compose texts required in the business environment | lv 4 | 5 |
| 119459 | Write/present/sign for a wide range of contexts | lv 4 | 5 |

ELECTIVE:

| | | | |
|--------|--|------|----|
| 120385 | Apply a range of project management tools and techniques | lv 4 | 7 |
| 337060 | Apply knowledge of organisation structure and design to support performance to a Public Sector Department | lv 4 | 5 |
| 337064 | Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated | lv 4 | 3 |
| 337062 | Evaluate a job in the Public Sector in South Africa | lv 4 | 6 |
| 114878 | Identify and measure the factors that influence productivity | lv 4 | 10 |
| 119351 | Apply principles of computerised systems to manage data and reports relevant to the public sector administration | lv 5 | 10 |
| 115405 | Apply principles of knowledge management to organisational transformation | lv 5 | 10 |
| 119345 | Apply principles/ regulations and legislation underlying supply chain management in the public sector | lv 5 | 15 |



Who Should Attend

- Councillors

Learning Assumed To Be In Place

- Adequate language
- Numeracy skills
- Matric/Grade 12/Mature Age Exemption/RPL

Programme Description

This programme provides an in-depth study of a range of management skills crucial to the successful functioning of local government.

Programme Outcomes

- Local Government Management
- Local Government Law
- Local Government Accounting and Finance

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CORE:

| ID | QUALIFICATION TILE | LEVEL | CREDIT |
|--------|--|-------|--------|
| 116345 | Apply the principles of budgeting within a municipality | lv 5 | 15 |
| 116342 | Apply approaches to managing municipal income and expenditure within a multi year framework | lv 6 | 15 |
| 116340 | Apply costing principles to municipal operational and service based costing | lv 6 | 11 |
| 116339 | Apply risk management in South African municipalities | lv 6 | 10 |
| 116346 | Apply techniques and South African statutes to cash and investment management in a municipal environment | lv 6 | 10 |
| 116344 | Apply the Inter-governmental Fiscal Relations Act to municipal financial management | lv 6 | 10 |
| 116347 | Contribute to capital planning and financing | lv 6 | 15 |
| 116358 | Contribute to the strategic planning process in a South African municipality | lv 6 | 15 |
| 116362 | Manage a municipality's assets and liabilities | lv 6 | 11 |
| 116353 | Participate in the design and implementation of municipal supply chain management | lv 6 | 12 |
| 116364 | Plan a municipal budgeting and reporting cycle | lv 6 | 8 |
| 116363 | Prepare and analyse municipal financial reports | lv 6 | 12 |

FUNDAMENTAL:

| | | | |
|--------|--|------|----|
| 116343 | Apply the principles of ethics in a municipal environment | lv 6 | 10 |
| 116348 | Conduct stakeholder consultation around municipal finance programmes | lv 5 | 12 |

ELECTIVE:

| | | | |
|--------|---|------|----|
| 116351 | Conduct auditing planning and implementation in a South African municipality | lv 5 | 12 |
| 331063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | lv 5 | 5 |
| 337059 | Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a s specific context | lv 6 | 15 |
| 116341 | Conduct performance management to a South African municipal environment | lv 6 | 12 |
| 116357 | Design internal control and internal control evaluation framework | lv 6 | 8 |
| 116361 | Interpret South African legislation and policy affecting municipal financial management | lv 6 | 8 |
| 116360 | Manage information technology resources in a municipal finance environment | lv 6 | 8 |



Who Should Attend

- Employees in local government who facilitate relations between communities and other stakeholders.
- Councillors

Learning Assumed To Be In Place

Learners accessing this qualification should be competent in:

- Communication at NQF Level 2.
- Mathematical Literacy at NQF Level 2.

Programme Description

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required to fulfill the roles and responsibilities of a Local Government councillor and therein:

- Act as representatives of the community they serve.
- Provide leadership roles in a council.
- Act as custodians or guardians of public finances.

Programme Outcomes

- Demonstrating an understanding of the interests of the people in a municipality.
- Demonstrating an understanding of the main issues in their municipality.
- Providing the link between public and council whilst ensuring primary loyalty to the public.
- Participating in policy making.
- Participating in decision-making pertaining to local government matters.
- Passing by-laws.
- Giving direction to the related administration.

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CORE:

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|--------|---|-------|--------|
| 244185 | Apply key municipal processes in a council function | lv 3 | 12 |
| 242860 | Apply the Batho Pele principles to own work role and context | lv 3 | 4 |
| 244175 | Demonstrate an understanding of the policy and legal framework guiding Local Government | lv 3 | 10 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace/ and its effects on a business sub-sector/ own organisation and a specific workplace | lv 3 | 4 |
| 242858 | Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context | lv 3 | 4 |
| 244180 | Exercise leadership in a councillor context | lv 3 | 6 |
| 244174 | Facilitate co-operative governance and intergovernmental relations | lv 3 | 6 |
| 244186 | Facilitate Council and related meetings to achieve Local Government objectives | lv 3 | 6 |
| 244188 | Facilitate public participation and citizen involvement in Local Government processes | lv 3 | 6 |
| 244183 | Fulfil the roles and the responsibilities of a councillor | lv 3 | 6 |
| 244190 | Utilise advocacy and lobbying skills to represent municipal interests in intergovernmental structures and processes | lv 3 | 6 |
| 120394 | Apply communication principles/ strategies and processes in a leadership role | lv 4 | 6 |

FUNDAMENTAL:

| | | | |
|--------|---|------|---|
| 119472 | Accommodate audience and context needs in oral/signed communication | lv 3 | 5 |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | lv 3 | 2 |
| 9013 | Describe/ apply/ analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts | lv 3 | 4 |
| 119457 | Interpret and use information from texts | lv 3 | 5 |
| 9012 | Investigate life and work related problems using data and probabilities | lv 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | lv 3 | 5 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal/ business and national issues | lv 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | lv 3 | 5 |

ELECTIVE:

| | | | |
|--------|--|------|---|
| 123462 | Demonstrate knowledge and understanding of the project and the project support services environment | lv 3 | 4 |
| 242894 | Demonstrate knowledge of gender/ equity and diversity issues in development projects | lv 3 | 6 |
| 123436 | Facilitate community participation in democratic processes and structures | lv 3 | 7 |
| 120383 | Provide assistance in implementing and assuring project work meets quality requirements | lv 3 | 6 |
| 120385 | Apply a range of project management tools and techniques | lv 4 | 7 |
| 242900 | Apply administrative principles in the implementation of public sector procedures and work schedule | lv 4 | 6 |
| 120391 | Apply leadership skills to relationship management | lv 4 | 8 |
| 242902 | Demonstrate an ability to apply the principles of problem identification/ analysis and decision making within immediate work context | lv 4 | 6 |



Who Should Attend

- Have worked in the sector for any number of years but have no formal qualifications in Local Economic Development
- Wish to enter Local Economic Development and work towards a nationally recognised qualification
- Were previously denied access to further education and training
- LED co-ordinators

Learning Assumed To Be In Place

- Communication at NQF Level 4
- Recognition of prior learning (RPL)

Programme Description

This Qualification has been designed as a Qualification for officials who are working in Local Economic Development at an operational management level. It takes some of the key aspects of Local Economic Development introduced at NQF Level 4 and requires their practical application in the Local Economic Development environment in general and own work context in particular. It focuses on providing the learner with a range of processes that will ensure that Local Economic Development efforts bring about sustainable development. The qualification provides a basis for progressing to a Qualification at NQF Level 6 and as such contributes to the development of the knowledge, skills, attitudes and values for a learner who wishes to progress along a career path in the sector of Local Economic Development.

Programme Outcomes

- Identify and solve problems in which responses display that responsible decisions using critical and creative thinking have been made
- Work effectively with others as a member of a team, group, organization and community
- Organise and manage oneself and one's activities responsibly and effectively
- Collect, analyse, organize and critically evaluate information
- Communicate effectively using visual, mathematical and/ or language skills in the modes of oral and/ or written presentation
- Use science and technology effectively and critically, showing responsibility towards the environments and health of others by
- Demonstrate an understanding of the world as a set of related systems by recognizing that problem solving contexts do not exist in isolation
- Be culturally and aesthetically sensitive across a range of social contexts.

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CORE:

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|--------|---|-------|--------|
| 110494 | Apply a range of research methodologies to support the design and implementation of (a) local economic development project(s) in own work context | lv 5 | 8 |
| 110525 | Apply a range of skills to facilitate workshops/ community meetings and planned sessions in the local economic development environment | lv 5 | 8 |
| 8648 | Demonstrate an understanding of professional values and ethics | lv 5 | 4 |
| 110508 | Demonstrate and apply knowledge and understanding of the concept of facilitation and a range of facilitation skills | lv 5 | 6 |
| 110515 | Demonstrate and apply knowledge and understanding of the various sources of funding available for local economic development in the South African context | lv 5 | 8 |
| 110485 | Describe and explain a range of international trends in economic development | lv 5 | 6 |
| 110487 | Describe and explain national and provincial strategies and policies relevant to local economic development | lv 5 | 6 |
| 110505 | Design/ implement and manage a local economic development project in own work context | lv 5 | 8 |
| 110498 | Identify and explain the process/ institutional aspects and a support system for integrated development planning (IDP) | lv 5 | 8 |
| 110517 | Identify and explain the range of institutional arrangements for local economic development | lv 5 | 8 |
| 110507 | Identify and explain the typical success factors for SMME promotion and a range of other local economic development strategies and tools | lv 5 | 12 |
| 110482 | Prepare a budget for a local economic development project and prepare the relevant financial reports | lv 5 | 8 |
| 15214 | Recognise areas in need of change/ make recommendations and implement change in the team/ department or division | lv 5 | 3 |
| 110500 | Set up a local database for a local economic development project/ using an appropriate software package | lv 5 | 6 |
| 10148 | Supervise a project team of a business project to deliver project objectives | lv 5 | 14 |

FUNDAMENTAL:

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|-------|--|------|---|
| 8662 | Analyse and communicate workplace data | lv 5 | 5 |
| 9224 | Implement policies regarding HIV/AIDS in the workplace | lv 5 | 4 |
| 7866 | Plan/ organise and monitor work in own area of responsibility | lv 5 | 3 |
| 14525 | Present an informed argument on a current issue in a business sector | lv 5 | 5 |

ELECTIVE:

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|--------|---|------|----|
| 110528 | Compile and control a budget for a range of office supply requirements | lv 5 | 4 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | lv 5 | 5 |
| 110533 | Evaluate and improve the structure of the department and the design of jobs and work procedures in a local economic development unit | lv 5 | 5 |
| 15233 | Harness diversity and build on strengths of a diverse working environment | lv 5 | 3 |
| 110531 | Plan/ organise and control the day to day administration of an office support function | lv 5 | 4 |
| 110526 | Plan/ organise/ implement and control record keeping system | lv 5 | 4 |
| 110489 | Recruit and select staff for a local economic development unit in accordance with local government procurement policies and other legal requirements | lv 5 | 4 |
| 337059 | Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context | lv 6 | 15 |



Who Should Attend

- Ward Councillors
- Municipal employees

Learning Assumed To Be In Place

- Communication at NQF Level 1.
- Mathematical Literacy at NQF Level 1.

Programme Description

This programme has been designed to equip members of Ward Committees with a set of skills and knowledge required for effective participation in the ward committee system of governance. The purpose of the qualification is to enable qualifying learners to apply the relevant competences required for proactive participation as a Ward Committee member so that they achieve municipal objectives. The qualification is aimed at learners working in a Ward Committee context within Local Government. The newly created sub-municipal Ward Committees play a critical role in achieving the objectives of Local Government including giving practical meaning and substance to the basic political commitment that 'the People Shall Govern'.

Being a representative structure of the community and its citizens, the Ward Committees need to inform the municipality about the aspirations, potentials and problems of the people and form a bridge by facilitating proper communication between the Council and the citizens. On this basis, a need was identified to equip learners in the Ward Committee with the competencies they require to function as a Ward Committee representatives. The typical learner will be member of a Ward Committee participating in municipal processes at a local level. In addition persons seeking future employment in the Local Government sector may choose to complete the qualification.

Programme Outcomes

- Conduct formal meetings to achieve Ward Committee objectives.
- Demonstrate an understanding and apply the role of Ward Committee member in the context of core municipal processes.
- Display an understanding of core municipal functions and Ward Committee in these functions.
- Facilitate service delivery in ward committee context.

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CORE:

| ID | QUALIFICATION TILE | LEVEL | CREDIT |
|--------|--|-------|--------|
| 242891 | Apply communication/ interpersonal and conflict management principles in Ward Committee functions/ processes | lv 2 | 10 |
| 242896 | Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes | lv 2 | 10 |
| 242892 | Display an understanding of the Constitution/ structure of Ward Committees and the roles and responsibilities of committee members | lv 2 | 6 |
| 242893 | Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning | lv 2 | 6 |
| 242895 | Support the facilitation of development project service delivery in a Ward Committee context | lv 2 | 8 |
| 113955 | Apply the Batho Pele principles to own work role and context | lv 3 | 4 |
| 123462 | Demonstrate knowledge and understanding of the project and the project support services environment | lv 3 | 4 |
| 242890 | Display an understanding of core municipal processes and Ward Committee participation in these processes | lv 3 | 10 |

FUNDAMENTAL:

| | | | |
|--------|---|------|---|
| 119463 | Access and use information from texts | lv 2 | 5 |
| 9009 | Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems | lv 2 | 3 |
| 7480 | Demonstrate understanding of rational and irrational numbers and number systems | lv 2 | 3 |
| 119454 | Maintain and adapt oral/signed communication | lv 2 | 5 |
| 12444 | Measure/ estimate and calculate physical quantities and explore/ describe and represent geometrical relationships in 2 dimensions in different life or workplace contexts | lv 2 | 3 |
| 119460 | Use language and communication in occupational learning programmes | lv 2 | 5 |
| 7469 | Use mathematics to investigate and monitor the financial aspects of personal and community life | lv 2 | 2 |
| 9007 | Work with a range of patterns and functions and solve problems | lv 2 | 5 |
| 119456 | Write/present for a defined context | lv 2 | 5 |

ELECTIVE:

| | | | |
|--------|--|------|----|
| 119517 | Advocate and lobby community issues | lv 3 | 12 |
| 242894 | Demonstrate knowledge of gender/ equity and diversity issues in development projects | lv 3 | 6 |
| 123436 | Facilitate community participation in democratic processes and structures | lv 3 | 7 |
| 123464 | Gather information and provide assistance for project planning and scheduling functions | lv 3 | 10 |
| 123465 | Measure and plan own performance and behaviour in line with roles and responsibilities in a project team | lv 3 | 5 |
| 120383 | Provide assistance in implementing and assuring project work meets quality requirements | lv 3 | 6 |



Who Should Attend

- Managers
- Councillors
- Supervisors
- Team leaders
- Traditional Leaders

Learning Assumed To Be In Place

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3, or the equivalent thereof.

Programme Description

The purpose of the qualification is to enable qualifying learners to apply leadership competencies to ensure service excellence. The qualification is aimed at councillors, leaders (including Traditional Leaders) and municipal managers in local government. The typical learner will be an employee in local government, wishing to gain the competence to fulfill the requirements of his/her current job obligations or a municipal employee or councillor wishing to gain a qualification so as to advance his/her career opportunities. In addition persons seeking future employment in the local government sector may choose to complete this qualification.

Programme Outcomes

- Demonstrate an understanding of leadership skills in a specific sector or context.
- Apply innovative and creative strategies and visionary thinking skills in developing and implementing strategic planning.
- Apply leadership skills to enhance service delivery.
- Apply knowledge of ethical standards in a leadership role.
- Demonstrate an understanding of the role that emotional intelligence plays in leadership.

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Further Education and Training Certificate: Leadership Development

SAQA ID: 50081

CORE:

| ID | QUALIFICATION TILE | LEVEL | CREDIT |
|--------|---|-------|--------|
| 14534 | Apply knowledge of community issues in relation to development projects | lv 3 | 4 |
| 113955 | Apply the Batho Pele principles to own work role and context | lv 3 | 4 |
| 120394 | Apply communication principles/ strategies and processes in a leadership role | lv 4 | 6 |
| 120391 | Apply leadership skills to relationship management | lv 4 | 8 |
| 120392 | Apply the concept and principles of knowledge management to leadership | lv 4 | 8 |
| 113960 | Demonstrate and apply knowledge of the ethical standards in the Public Sector | lv 4 | 4 |
| 120390 | Develop and apply a service culture to a leadership role | lv 4 | 8 |
| 120393 | Explain and apply legislation and policies applicable to leadership in a specific sector or context | lv 4 | 10 |
| 120389 | Explain and apply the concept/ principles and theories of motivation in a leadership context | lv 4 | 6 |
| 114585 | Plan strategically to improve business performance | lv 4 | 4 |
| 120300 | Analyse leadership and related theories in a work context | lv 5 | 8 |
| 120305 | Analyse the role that emotional intelligence plays in leadership | lv 5 | 8 |
| 120311 | Apply visionary leadership to develop strategy | lv 5 | 10 |

FUNDAMENTAL:

| | | | |
|-------|---|------|---|
| 8968 | Accommodate audience and context needs in oral communication | lv 3 | 5 |
| 8972 | Interpret a variety of literary texts | lv 3 | 5 |
| 8969 | Interpret and use information from texts | lv 3 | 5 |
| 8970 | Write texts for a range of communicative contexts | lv 3 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | lv 4 | 6 |
| 8974 | Engage in sustained oral communication and evaluate spoken texts | lv 4 | 5 |
| 8975 | Read analyses and respond to a variety of texts | lv 4 | 5 |
| 9016 | Represent analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts | lv 4 | 4 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal/ business/ national and international issues | lv 4 | 6 |
| 12153 | Use the writing process to compose texts required in the business environment | lv 4 | 5 |
| 8976 | Write for a wide range of contexts | lv 4 | 5 |

ELECTIVE:

| | | | |
|--------|---|------|----|
| 113959 | Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes | lv 3 | 4 |
| 10140 | Apply a range of project management tools | lv 4 | 8 |
| 14667 | Describe and apply the management functions of an organization | lv 4 | 8 |
| 119350 | Apply accounting principles and procedures in the preparation of reports and decision making | lv 5 | 15 |
| 116917 | Apply advanced principles of complexity theory to organisational transformation | lv 5 | 12 |
| 115395 | Apply and explain the generic business process and value chain model | lv 5 | 12 |



Who Should Attend

- Municipal Managers
- Integrated Development Planning (IDP) Co-ordinators
- Specialists in Local Government
- Executive Mayors
- Integrated Development Planning and City/District development specialists in Planning
- Implementation and Management Support (PIMS) Centres, Provincial and National Government

Learning Assumed To Be In Place

- Learners must be in possession of a Further Education and Training Certificate or equivalent qualification.

Programme Description

The purpose of the qualification is to enable qualifying learners to apply strategic level development and governance competencies to ensure integrated and sustainable development and governance processes, outcomes, structures, strategies, planning, implementation management, monitoring and evaluation at a municipal level. Learners will develop competencies to manage strategic planning and development processes, and the associated local governance and consultation processes.

Programme Outcomes

- Designing and implementation of municipal integrated development plans
- Identification of key development priorities and agendas, within resource constraints and informed by a local, district wide, provincial and national strategic analysis and policy context.
- Development of proposals and strategic solutions beyond administrative boundaries and local resource/capacity constraints.
- Identification of realistic and sustainable projects and development paths for cities and districts, within existing intergovernmental framework.
- Implementation of integrated development plans and facilitation of democratic and accountable local governance.
- Provision of inputs from municipal integrated development planning process into the planning processes and plans of other role players and spheres.

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CORE:

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|--------|--|-------|--------|
| 120305 | Analyse the role that emotional intelligence plays in leadership | lv 5 | 8 |
| 120509 | Assess and support the implementation of strategies and strategic programmes and interventions | lv 5 | 8 |
| 120501 | Demonstrate an understanding of the legal implications and principles of the concepts of 'developmental local government' and 'integrated development planning' for governance in a municipal area | lv 5 | 6 |
| 120499 | Design and implement a set of engagement and participation processes/ systems and events in support of the integrated development planning process in a municipality | lv 5 | 8 |
| 120503 | Design integrated development planning and review processes for a municipality | lv 5 | 8 |
| 120508 | Determine the development mandate and direction of a municipal area | lv 5 | 10 |
| 120504 | Determine the impact and policy implications of the concepts of 'integrated sustainable development' and 'sustainable human settlements' for a municipal area | lv 5 | 8 |
| 120500 | Evaluate the effectiveness and efficiency of the integrated development planning processes | lv 5 | 12 |
| 120505 | Support the development of appropriate institutional capacity in Integrated Development Planning (IDP) processes and leverage coordination | lv 5 | 8 |
| 120507 | Draw up a strategic development municipal agenda to address the key municipal development challenges in an integrated and sustainable manner | lv 6 | 8 |
| 120502 | Facilitate municipal wide information gathering and the compilation of an updated integrated municipal development profile | lv 6 | 8 |
| 116364 | Plan a municipal budgeting and reporting cycle | lv 6 | 8 |

FUNDAMENTAL:

| | | | |
|--------|--|------|----|
| 115405 | Apply principles of knowledge management to organisational transformation | lv 5 | 10 |
| 119346 | Apply sound communication principles in the coordination of selected public sector communications programmes | lv 5 | 10 |
| 120311 | Apply visionary leadership to develop strategy | lv 5 | 10 |

ELECTIVE:

| | | | |
|--------|---|------|----|
| 10140 | Apply a range of project management tools | lv 4 | 8 |
| 14667 | Describe and apply the management functions of an organization | lv 4 | 10 |
| 119350 | Apply accounting principles and procedures in the preparation of reports and decision making | lv 5 | 15 |
| 115395 | Apply and explain the generic business process and value chain model | lv 5 | 12 |
| 115401 | Apply the basic principles of issue management | lv 5 | 8 |
| 115407 | Apply the principles of change management in the workplace | lv 5 | 10 |
| 15216 | Create opportunities for innovation and lead projects to meet innovative ideas | lv 5 | 4 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | lv 5 | 5 |
| 120360 | Demonstrate understanding of financial and accounting principles for public entities | lv 5 | 12 |
| 120506 | Facilitate Integrated Development planning events | lv 5 | 12 |



Who Should Attend

- Municipal Administrative Employees
- Secretaries of Traditional Houses

Learning Assumed To Be In Place

- Communication at NQF Level 2
- Mathematical Literacy at NQF Level 2

Programme Description

The purpose of the qualification is to enable qualifying learners to gain an insight into the business of Local Government environment, especially with reference to the key municipal processes, Local Government Legislative framework and programme initiatives undertaken. This programme has been designed to equip with necessary skills to understand functions of various role players and stakeholders involved in the municipal administration process. It will enable learners to:

- Enter rotational job programmes in a support service capacity in the different technical sectors of Local Government having gained an introductory knowledge and insight into how each sector works.
- Understand the overall functions of government departments and how they fit into the overall service delivery objectives.
- Provide the necessary support and administrative services in the Local Government environment.

Programme Outcomes

- Demonstrate an understanding of how Local Government operates.
- Apply support and administrative services in Local Government context.
- Demonstrate an understanding of municipal financial management and budgeting.

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CORE:

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|--------|---|-------|--------|
| 117111 | Apply knowledge of basic accounting principles to financial services | lv 3 | 4 |
| 114941 | Apply knowledge of HIV/AIDS to a specific business sector and a workplace | lv 3 | 4 |
| 242860 | Apply the Batho Pele principles to own work role and context | lv 3 | 4 |
| 224295 | Demonstrate an understanding of municipal financial management and budgeting | lv 3 | 6 |
| 244294 | Demonstrate an understanding of national programmes and their impact on Local Government | lv 3 | 6 |
| 244300 | Demonstrate an understanding of public participation in Local Government | lv 3 | 6 |
| 244299 | Demonstrate an understanding of the areas of technical service delivery within Local Government | lv 3 | 10 |
| 244297 | Demonstrate an understanding of the employment relationship in Local Government | lv 3 | 6 |
| 244296 | Demonstrate an understanding of the municipal working environment | lv 3 | 6 |
| 244302 | Demonstrate an understanding of the planning functions of Local Government | lv 3 | 8 |
| 244175 | Demonstrate an understanding of the policy and legal framework guiding Local Government | lv 3 | 10 |
| 244301 | Ensure personal accountability in own Local Government context | lv 3 | 6 |
| 244298 | Provide support and administrative services in Local Government | lv 3 | 4 |

FUNDAMENTAL:

| | | | |
|--------|---|------|---|
| 119472 | Accommodate audience and context needs in oral/signed communication | lv 3 | 5 |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | lv 3 | 2 |
| 9013 | Describe/ apply/ analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts | lv 3 | 4 |
| 119457 | Interpret and use information from texts | lv 3 | 5 |
| 9012 | Investigate life and work related problems using data and probabilities | lv 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | lv 3 | 5 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal/ business and national issues | lv 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | lv 3 | 5 |

ELECTIVE:

| | | | |
|--------|--|------|----|
| 123458 | Administer accounting and budgeting for input into municipal financial resource management | lv 4 | 15 |
| 120385 | Apply a range of project management tools and techniques | lv 4 | 7 |
| 120391 | Apply leadership skills to relationship management | lv 4 | 8 |
| 11473 | Manage individual and team performance | lv 4 | 8 |
| 110479 | Outline the environment of local economic development in South Africa | lv 4 | 4 |



Who Should Attend

- Municipal employees
- Councillors

Learning Assumed To Be In Place

This course requires:

- Adequate language
- Numeracy skills
- Matric/Grade 12/Mature Age Exemption/RPL

Apart from the formal requirements, learners who register for entry into this qualification at level 5 should

- Have the information-gathering, analysis and presentation skills required at exit level 4 on the NQF.
- Be able to comprehend what they have learned and to communicate it reliably, accurately, and comprehensively in the required medium of instruction.
- Be able to begin to take responsibility for their own learning and its progress within a well-structured and managed learning environment.
- Be able to evaluate their own performance.

Programme Description

This programme provides an in-depth study of a range of management skills crucial to the successful functioning of local government.

Programme Outcomes

- Communicate effectively within a Local Government sector.
- Understand the basic processes, procedures, systems and technology of the contemporary Local Government.
- Understand the basic principles and practices of Local Government Finance.
- Understand the basic legislative framework within which the Local Government operates.
- Demonstrate an understanding of the objectives of municipalities
- Demonstrate an understanding of the provisions of local government legislation.
- Demonstrate an understanding of tenders and contracts
- Demonstrate an understanding of the law impacting administrative actions
- Demonstrate an understanding of good business practice

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Subfield: Communication

Level: NQF5

- Understand, identify and apply concepts of communication theory
- Understand text and apply appropriate communication principles as well as style, tone and choice of language to writing of business correspondence.
- Demonstrate an understanding of the dynamics of groups and the procedures involved within an organization.
- Demonstrate knowledge of the formats for talks and oral presentations in a written format.
- Understand and demonstrate the different graphic communication techniques available.
- Demonstrate an understanding of the elements of advertising.

Subfield: Local Government Accounting and Finance

Level: NQF5

- Describe the fundamental principles of local government finance
- Discuss in detail the expenditure of local government
- Discuss in detail the sources of finance of local government
- Discuss the basic principles of the local government budget

Subfield: Local Government Law

Level: NQF5

- Demonstrate an understanding of the objectives of municipalities
- Demonstrate an understanding of the provisions of local government legislation.
- Demonstrate an understanding of tenders and contracts
- Demonstrate an ability to interpret statutes
- Demonstrate a knowledge of the Constitution of the Republic of South Africa
- Demonstrate a knowledge of the Bill of Rights
- Demonstrate an understanding of the law impacting administrative actions
- Demonstrate an understanding of good business practice

Subfield: Human Resources Management

Level: NQF5

- Describe various organisational structures and discuss their respective merits and demerits.
- Explain the human resource planning process
- Describe job analysis and job design processes and techniques
- Demonstrate an understanding of recruitment, selection, placement and induction processes
- Demonstrate an understanding of performance management issues and techniques
- Discuss the need for career management in an organisation.
- Describe how wages and salaries are determined.
- Demonstrate a clear understanding of health and safety issues in the work environment.

Subfield: Economics

Level: NQF5

- Demonstrate an understanding of the economic problem
- Demonstrate an understanding of the production possibility frontier
- Demonstrate an understanding of various economic systems
- Differentiate between micro- and macro-economics.
- Demonstrate an understanding of the concepts of micro-economics
- Demonstrate an understanding of the concepts of macro-economics
- Demonstrate an understanding of concepts of international trade and finance
- Demonstrate an understanding of concepts of monetary theory and policy
- Demonstrate an understanding of concepts of public finance
- Demonstrate an understanding of concepts of labour economics
- Discuss the economic growth and development of the South African economy



Who Should Attend

- Local Government Development (LED) co-ordinators.
- Local Government officials.
- Individuals that have worked in the sector for a number of years but have no formal Qualifications in Local Economic Development.
- Those who wish to enter Local Economic Development and work towards a nationally recognised Qualification.
- Individuals who were previously denied access to further education and training (but who may now proceed through RPL).

Learning Assumed To Be In Place

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3, which includes word-processing, spread sheets and data capturing and verification.

Programme Description

This qualification has been designed as an entry-level qualification in the field of Local Economic Development. It is the first step in a series of qualifications ranging from NQF Level 4 to NQF Level 6. Qualifying learners will have the required knowledge of and insight into the nature of LED and the role that Local Government plays in it. It lays the foundation for developing applied competence in Local Economic Development practice. The National Certificate in Local Economic Development: NQF Level 4 provides the learner with the building blocks for the learning required for the National Diploma in Local Economic Development: Level 5

Programme Outcomes

- Situate the theory and practice of local economic development in a range of relevant contexts.
- Explain the application to local economic development in South Africa of some basic economics and public administration and management principles as well as socio-economic theories of development.
- Communicate verbally and in writing using a variety of formats with a range of stakeholders and roleplayers in local economic development.
- Explain the application of the project cycle and a variety of research methodologies in the local economic development environment.
- Work with a range of budgeting and financial management principles in the context of a local economic development project.



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CORE:

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|--------|---|-------|--------|
| 13941 | Apply the budget function in a business unit | lv 4 | 5 |
| 8555 | Contribute to information distribution regarding HIV/AIDS in the workplace | lv 4 | 4 |
| 110478 | Demonstrate a knowledge and understanding of a range of research methodologies to undertake local economic development research | lv 4 | 4 |
| 110481 | Demonstrate a knowledge and understanding of the aspects of the project cycle | lv 4 | 8 |
| 110493 | Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project | lv 4 | 4 |
| 110490 | Demonstrate a knowledge and understanding of the basic principles of public administration and management | lv 4 | 4 |
| 110475 | Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic | lv 4 | 6 |
| 110506 | Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication | lv 4 | 4 |
| 110502 | Demonstrate and apply knowledge and understanding of the roles/ function and responsibilities of the main stakeholders and role players in local economic development | lv 4 | 4 |
| 110503 | Describe and explain socioeconomic development theories in the South African context | lv 4 | 4 |
| 110501 | Identify and explain the application of a range of concepts and tools for local economic development | lv 4 | 8 |
| 110497 | Identify and explain the purpose of integrated development planning (IDP) | lv 4 | 4 |
| 110504 | Identify and explain the roles and functions as well as the interlinkages between different departments in a municipality | lv 4 | 10 |
| 10388 | Interpret basic financial statements | lv 4 | 3 |
| 13948 | Negotiate an agreement or deal in an authentic work situation | lv 4 | 5 |
| 110479 | Outline the environment of local economic development in South Africa | lv 4 | 4 |
| 110472 | Outline the environment of local government | lv 4 | 6 |
| 110484 | Participate in local economic development related meetings and facilitate the necessary flow of local economic development information | lv 4 | 6 |
| 8648 | Demonstrate an understanding of professional values and ethics | lv 5 | 4 |

FUNDAMENTAL:

| | | | |
|-------|---|------|---|
| 8968 | Accommodate audience and context needs in oral communication | lv 3 | 5 |
| 8971 | Analyse and respond to a variety of literary texts | lv 3 | 5 |
| 8969 | Interpret and use information from texts | lv 3 | 5 |
| 8970 | Write texts for a range of communicative contexts | lv 3 | 5 |
| 12154 | Apply comprehension skills to engage oral texts in a business environment | lv 4 | 5 |
| 12155 | Demonstrate a knowledge and understanding of the basic principles of public administration and management | lv 4 | 4 |
| 9015 | Apply comprehension skills to engage written texts in a business environment | lv 4 | 5 |