

PROVINSIALE TESOURIE • PROVINCIAL TREASURY •
UNONDYEBE WEPHONDO

Verwysing
Reference
Isalathiso

PT/18/2/4

Navrae
Enquiries
Imibuzo

Ms R Mwanza



TREASURY CIRCULAR MUN 6 - 2008

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THE MAYOR, MOSSEL BAY MUNICIPALITY: MS M FERREIRA
THE MAYOR, GEORGE MUNICIPALITY: MR B PETRUS
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THE MAYOR, LAINGSBURG MUNICIPALITY: MR W THERON
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR A CLAASSEN
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR SM MOTSOANE

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THE HEAD OF SCM, LAINGSBURG MUNICIPALITY: MS N GOUWS
THE HEAD OF SCM, BEAUFORT WEST MUNICIPALITY: MS S POTHBERG

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: SUSTAINABLE RESOURCE MANAGEMENT (MR A PHILLIPS) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE HEAD: FINANCIAL GOVERNANCE (MR TC ARENDSE)
THE HEAD: PUBLIC FINANCE (MR H MALILA)
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THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING (MR A REDDY)
THE SENIOR MANAGER: NORMATIVE FINANCIAL MANAGEMENT (MR F JACOBS) (ACTING)
THE SENIOR MANAGER: ENTERPRISE RISK MANAGEMENT AND GOVERNANCE SYSTEMS (MR T ARENDSE) (PRO TEM)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON) (ACTING)
THE SENIOR MANAGER: ECONOMIC ANALYSIS (MS W MAPIRA) (ACTING)
THE SENIOR MANAGER: FISCAL POLICY: PROVINCIAL GOVERNMENT (MS A PICK) (ACTING)
THE SENIOR MANAGER: FISCAL POLICY: LOCAL GOVERNMENT (MR G PAULSE) (PRO TEM)
THE SENIOR MANAGER: BUDGET MANAGEMENT (MR PP PIENAAR) (ACTING)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK) (ACTING)
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THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE HEAD: OFFICE OF THE MINISTRY (MR G GESWINDT)

THE PROVINCIAL AUDITOR

→ MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING

RE: TRAINING AND VALIDATION BY THE NATIONAL TREASURY

1. Purpose

- 1.1 To inform municipalities about the National Treasury's guidance on training.

2. Background

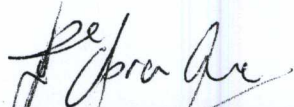
The municipalities have been receiving unsolicited emails from service providers to provide them with MFMA related training. Some municipalities have used these service providers in the past even though some of these providers were not accredited by the National Treasury. Municipal officials are discouraged from attending MFMA related training whose related contents have not been validated by the National Treasury for currency in reforms and SAQA alignment.

The National Treasury has issued guidance on MFMA related training through the website, www.treasury.gov.za/legislation/mfma under the portal Training and Validation. Service providers whose contents have been validated by National Treasury are listed under the above portal. More accredited service providers, whose names will also be posted on the website, will be sought once the in-house MFMA training development project has been finalised. Please also see National Treasury's MFMA circulars no 9, 17 and 24 for more clarity, attached for your convenience.

3. Should you have any enquiries regarding the above mentioned, please feel free to contact the following persons:

Ms. Rosetta Mwanza on tel (021) 483 6627 or email : Rmwanza@pgwc.gov.za ; and
Mr. Craig Golding on tel (021) 483 9940 or email : Cgolding@pgwc.gov.za

I trust that you find the above in order.



MRS NADIA EBRAHIM

SENIOR MANAGER : MOVABLE ASSETS AND SUPPLY CHAIN MANAGEMENT

DATE: 27/05/08



Training

The National Treasury is aware of the growing number of training courses offered in relation to the Municipal Finance Management Act by various training providers. Your attention is again drawn to the fact that at this stage no MFMA related courses have been accredited against the published South African Qualifications Authority (SAQA) registered unit standards nor evaluated by the National Treasury's Course Evaluation Committee.

A unit standard based National Qualification Framework *Municipal Financial Management* level six qualification has been approved by the SAQA Executive Committee and it is anticipated this will be registered on 14 October 2004.

National Treasury is holding meetings with potential training providers to ensure they are fully aware of the training needs required for implementing the MFMA. Providers are invited to submit their course content to the National Treasury evaluation committee. Accredited courses that meet the National Treasury evaluation process will be published on the National Treasury website. Municipalities should first check the website and utilise this information to send officials to appropriate training. At this stage, no LGWSETA accredited training programmes with regards to the MFMA have been received for evaluation.

Training in Budgets and Reporting

In the meantime, the National Treasury has arranged a series of intensive two-day training courses in municipal budgeting and related matters that are aimed at assisting municipalities give effect to the provisions of the MFMA when preparing and monitoring budgets as well as reporting on performance. This training is offered free of charge and directed at senior managers and financial interns. The first ten of these two-day interactive training sessions is for the **high** capacity municipalities during the period 4 October – 5 November 2004. The next eighteen will be targeted at **medium** capacity municipalities and are scheduled between 8 November 2004 and 25 February 2005. Thereafter, similar training will be offered to all **low** capacity municipalities before June 2005. Other related training on the MFMA will be provided thereafter. Invitations will be emailed to each municipality in advance of the scheduled dates according to the capacity level.

Conclusion

If you receive offers of training in relation to the MFMA from any organisation other than the National Treasury, please bring this to our attention to confirm whether the training is accredited by LGWSETA or evaluated by National Treasury. A joint letter by National Treasury and SALGA will be issued shortly supporting this approach. For information concerning further developments with respect to training initiatives in various aspects of the MFMA, please visit the National Treasury website at www.treasury.gov.za/mfma or email questions to mfma@treasury.gov.za

Kind regards

T. Pillay

Chief Director: Local Government

6 October 2004



Qualifications and Training

The National Treasury, as a commitment to assisting municipalities with training in financial management, is continuing with the development of unit standards, the promotion of learnerships and accreditation of training courses. This is aimed at satisfying future requirements of the MFMA for municipal financial officials to meet prescribed competency levels in financial management and supply chain management.

Municipal Finance Management Qualifications

The South African Qualifications Authority (SAQA) registered a unit standard-based certificate in Municipal Financial Management Qualification on 14 October 2004 as a National Qualification Framework (NQF) level six qualification. LGSETA (formerly LGWSETA) has registered the relevant Learnership with the Department of Labour and, in cooperation with one of the donor agencies, has commissioned the development of training material, which should be available by 31 May 2005. Seven of the required training module materials are presently undergoing review and evaluation, as outlined in MFMA circular No. 9 (Training).

Upon further research and, based on the demands of the public sector, a Public Finance Management and Administration diploma, now out for public comment, has been drafted and submitted to SAQA for registration. The diploma is an NQF level 5 unit standard-based qualification intended to provide an important platform for learners wishing to progress from NQF Level 4 to the NQF Level 6 qualification. It is anticipated that this NQF Level 5 qualification will be registered by 31 May 2005.

The development of unit based standards in municipal finance management and supply chain management will form the basis for future competency levels for finance officials of municipalities and municipal entities.

Accredited training providers

It has come to the National Treasury's attention that municipal officials are still attending unaccredited courses on municipal finance management. The National Treasury held meetings with training providers to ensure that they are fully conversant with MFMA implementation priorities and the need for them to offer accredited training leading to certificates of competence. During these meetings, education and training providers were asked to submit their training materials to the National Treasury's evaluation committee. Accredited training courses that meet the National Treasury evaluation requirements will be published on the National Treasury's website (see address below). At the time of releasing this circular, training materials for seven modules had been submitted for evaluation.

In terms of in-house training, municipalities are required to integrate the exit level outcomes of the relevant NQF-registered qualification into any workplace training they provide. This is particularly the case for interns employed under the Municipal Financial Management Internship Programme.

Steps to participate in Learnerships

In terms of the existing skills development legislation, municipalities are allowed to participate in Learnerships implemented by the LGSETA. With regards to municipal financial management learnerships (based on NQF registered qualifications), certain steps have to be undertaken by municipalities to ensure their full participation. As employers and a training ground for the on-the-job training, it is recommended that municipalities:

1. Organise a council resolution to support participation in the Learnership based on an NQF registered qualifications. Details of the available learnership can be obtained from the LGSETA's Learnership Manager
2. Nominate candidates (employed staff or unemployed). At least 10 per cent of the nominated candidates should be drawn from the unemployed population group. This requirement is normally enforced by the SETA.
3. Select an accredited education and training provider to support the training in accordance with SAQA registered qualification.
4. Enter into a standard Service Level Agreement with the preferred education and training provider (NB: An employment contract signed by employed candidates is not a substitute for a Service Level Agreement.)
5. With support from a preferred training provider, ensure that nominated candidates undergo screening to identify the entry point of each candidate.
6. Apply for a Learnership grant from the LGSETA. For LGSETA to process the application the participating municipalities are required to provide the following:
 - Learnership Agreement signed between the learner, municipality and training provider
 - Service level agreement with the training provider (draft agreement can be provided by LGSETA)
 - Work contract for unemployed learners (a draft contract can be obtained from LGSETA)
 - Funding Agreement with the LGSETA (available from LGSETA)

In order to participate in the Municipal Finance Learnerships administered by LGSETA, municipalities are requested to contact the LGSETA's Learnership Manager, PO Box 1964, Bedford View, 2007. Telephone: (011) 456 8574; (011) 450 4948; e-mail address: rickyn@lgwseta.co.za

Mentorship skills training

The interns appointed in terms of the Municipal Finance Management Reform Programme must receive ongoing support from suitably qualified mentors as per the programme guidelines and SAQA registered qualification. The programme, which is supported by a financial management grant, is designed to support and implement the MFMA and forms part of government's capacity building initiative focusing on building in-house municipal capacity. The National Treasury is providing four two-day mentor training workshops for municipal officials serving as mentors to the interns. These workshops will be followed by assessor

training for the same municipal officials to enable them to integrate municipal finance management qualification with on-the-job training.

Conclusion

Municipalities must ensure that training in municipal finance management is accredited against the published SAQA registered unit standard and that the course material relating to the MFMA has been evaluated by the National Treasury. Training courses that meet these requirements will be published on the National Treasury website (see address below). At the time of releasing this circular, training materials for seven modules had been submitted for evaluation by education and training providers.

Contact



National Treasury

Phone

Fax

Email

Website

Private Bag X115, Pretoria 0001

012 315 5850

012 315 5230

mfma@treasury.gov.za

www.treasury.gov.za/mfma

T. Pillay
Chief Director: Local Government
25 April 2005



Training

It has come to the attention of the National Treasury that training service providers are currently marketing their courses on municipal supply chain management even though these courses have not been accredited / validated by either the National Treasury Validation Board or LGSETA.

Responsibility

National Treasury

National Treasury is responsible to regulate training and competency standards. Training providers are required to apply to have their training material accredited by LGSETA and validated by the National Treasury. The material must be of an acceptable level of quality and consistent with the relevant SCM policy reforms and legislation.

Provincial Treasuries

Provincial Treasuries will coordinate training within their respective provinces. They are required to submit the training material of training providers within their respective provinces to the National Treasury for validation by the Validation Board.

Accounting Officers

Accounting Officers should ensure that supply chain management practitioners are trained in terms of the MFMA. Competency levels for financial management are under development and will be prescribed in the future.

Training Providers

The services of training providers whose training material have been validated by the Validation Board of the National Treasury may be utilised. This form of validation is aimed at giving accounting officers an indication that courses presented by these training providers are consistent with the legislation, unit standards and therefore provide value for money.

Please note that municipalities have been repeatedly advised against attending training in any MFMA related course that has not been validated and accredited by the National Treasury and LGSETA, respectively. This ensures that all training in the implementation of the MFMA is appropriate, competency-based and consistent. In other words, we seek to ensure that municipalities derive value-for-money out of any MFMA related training they attend. All this is done in line with the mandate bestowed upon National Treasury by section 83(3) of the MFMA and after extensive consultation with members of the Reference Group that participated in the development and subsequent registration by SAQA of the NQF Level Six Certificate in Municipal Finance Management.

In the instance of supply chain management, the Chief Directorate: Supply Chain Management in the National Treasury, under the leadership of Mr Henry Malinga has, in conjunction with the South African Management Development Institute (SAMDI), recently provided training in supply chain management to all high and medium capacity municipalities. This training that is in line with the Supply Chain Management Regulations issued by the National Treasury will be extended to all low-capacity municipalities with effect from January 2006.

It is the responsibility of the accounting officer to ensure that supply chain practitioners within their municipality / municipal entity are properly trained. The South African Qualifications Authority (SAQA) registered a unit standard-based certificate in Municipal Financial Management Qualification as a level six qualification. Accredited courses that meet the National Treasury evaluation process will be published, as and when, on the National Treasury website. Municipalities should first check the website at www.treasury.gov.za/mfma and utilize this information to send officials on appropriate training.

Your kind co-operation is appreciated.

Contact



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Private Bag X115, Pretoria 0001

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Fax 012 315 5230

Email mfma@treasury.gov.za

Website [www.treasury.gov.za /mfma](http://www.treasury.gov.za/mfma)

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29 September 2005