Centre for public management and governance

HIGHER CERTIFICATE IN LOCAL GOVERNANCE AND MANAGEMENT

NAME OF PROGRAMME: HIGHER CERTIFICATE IN LOCAL GOVERNANCE AND MANAGEMENT	WHOLE PROGRAMME PART TIME ONLINE	WP CODE: F3401O	NQF LEVEL: 5 CREDITS 120

TYPE OF WHOLE PROGRAMME (WP)
Credit bearing whole programme

MODE OF OFFERING:
Lectures and assessments are presented online. Contact with students on request.

CERTIFICATION
Assessment based (Formative and summative assessment).

ADMISSION REQUIREMENTS
Successful completion of the Grade 12 Senior Certificate (SC) or National Senior Certificate (NSC) with certificate endorsement (Matric)
Students need to be employed and wish to gain a qualification related to their jobs.

LEARNING ACTIVITIES

ACTIVITY	HOURS	CREDITS
Online tuition	120 hours	
Workshops		
Work-based learning		
Independent self-study of texts and references (Study guides, books and journal articles)	480 hours	
Independent self-study of texts and references (Case studies and multi-media)	300 hours	
Tutorials	120 hours	
Other (specify)	180 hours	
Total hours	1200	
Total number of credits		120

DURATION OF PROGRAMME
Months to complete: February to November
Minimum period to obtain: 1 Year
Maximum period to obtain: 1 Year

RELATIONSHIP WITH OTHER UJ MODULES/QUALIFICATIONS
After successful completion of the programme, students, who also meet the applicable minimum entry requirements, will be considered for the Advanced Certificate in Municipal Governance.

This whole learning programme provides entry into the Advanced Certificate in Municipal Governance. The content focuses on the regulatory and institutional framework in a local government context. It also covers municipal policy making and analysis, Integrated Development Policy (IDP), Local Economic Development (LED), municipal project and performance management, municipal financial management and budgeting, and Human Resources Management. These modules align with the content of the Bachelor of Arts in Public Management and Governance degree with a Leadership and Local Governance focus on Soweto Campus.

ARTICULATION WITH SUBSIDISED UJ PROGRAMMES
Students will receive no credits towards the completion of subsidised UJ programmes.

PURPOSE
The purpose of this programme is to enable students to apply the relevant competences required to fulfil the roles and responsibilities of local government councillors, officials or other employees or persons involved in municipal affairs who aspire to a managerial position.

OUTCOMES

The student will be able to:

- outline the nature of local government as it applies to the core statutory, regulatory, policy and institutional frameworks that impact on local government functions in contrast to other levels of government and describe the broad institutional, managerial and administrative framework of local governance;
- describe theories and techniques to participate in local government policy making and analysis;
- implement local government leadership and good governance;
- explain theories, principles and processes to facilitate integrated development planning (IDP);
- explain theories, principles and processes to facilitate local economic development (LED) in local governance;
- identify financial management and budgeting principles and budgeting support processes in a local government setting; and
- explain basic human resources (HR) management principles in a local government setting.

CURRICULUM

YEAR MODULES (COMPULSORY)	
MODULE NAME	MODULE CODE
Module 1 Statutory, Regulatory, Policy and Institutional Framework for Local Government	LGM1YE1
Module 2 Local Government Policy Making and Analysis	LGM2YE1
Module 3 Leadership and Local Governance	LGM3YE1
Module 4 Integrated Development Planning (IDP)	LGM4YE1
Module 5 Local Economic Development (LED) for Local Government	LGM5YE1
Module 6 Municipal Financial Management and Budgeting	LGM6YE1
Module 7 Local Government Human Resources Management	LGM7YE1

MODULES AND OUTCOMES

STATUTORY, REGULATORY, POLICY AND INSTITUTIONAL FRAMEWORK FOR LOCAL GOVERNMENT: LGM1YE1

PURPOSE

To orientate students in continental, national, regional and local governance institutions and functions within the context of the statutory, regulatory and policy frameworks within which local government must operate. This includes identifying and distinguishing various local government processes, and an exploration of the institutional roles and activities to operationalise service delivery objectives. It furthermore includes all the core constitutional and legislative stipulations and obligations of local governments as well as key regulatory guidelines, regulations and directives for specific local government functions.

OUTCOMES

The student will be able to:

- Describe the nature and context of local governance according to the varying categories of municipalities, the statutory, regulatory and policy framework that informs local government in South Africa and the characteristics of developmental local government.
- Explain the structural framework of local government in relation to the spheres of local government and the interaction between national, provincial and local government in general and co-operative governance in particular.
- Interpret the functional framework of local government in relation to the municipalities' function of executing their statutory responsibilities as contained in the Constitution and the overall goal of democracy.
- Explain the policy framework of municipalities in relation to the nature of democracy within the framework and the structures, functions and roles within local government.
- Interpret the process and functions for achieving citizen participation and the various roles, powers and functions associated with this.

LOCAL GOVERNMENT POLICY MAKING AND ANALYSIS: LGM2YE1

Purpose

The purpose is to orientate students in local government policy making including the impact of policy processes, problem identification, policy analysis and proposals for policy formulation and enhancement and integrating policy into overall service delivery and monitoring and evaluating the efficacy thereof.

Outcomes

The student will be able to:

- Explain the nature of local government policy making in relation to why policy analysis is undertaken, the different types and levels of policy, who makes municipal policy and why and how policy is developed.
- Describe local government policy agenda setting in relation to the policy-making process, the driving forces that influence agendas, approaches to agenda setting, the role of participation and the ability to critically assess a government or interest group's methods of agenda setting.
- Explain local government policy analysis, design and decision making in own work context via a process of objective and goal setting, scenario forecasting, examining alternative policy options and taking cognisance of the complex operating environment in which municipalities operate.
- Interpret local government policy implementation utilising a variety of implementation strategies and in relation to the key issues and lessons of experience regarding policy implementation in the local government environment.

- Describe the process of local government policy evaluation and review via the design and utilisation of assessment tools and impact determinations.

LEADERSHIP AND LOCAL GOVERNANCE: LGM3YE1

Purpose
The purpose is to orientate students regarding selected local governance leadership issues and specific reference to managerial, national, provincial and local governance leadership; leadership and local service delivery; leading a learning organisation and visionary leadership, transformational leadership; leading change and innovation and the leadership role of the South African government in Southern Africa and the African continent as well as in the BRICS. Within the context of African and Ubuntu-leadership, the module further seeks to impart knowledge regarding traditional leadership and the role of tribal authorities in local governance.

Outcomes
The student will be able to:
- Explain local governance leadership with specific reference to managerial, national, provincial, municipal and political leadership.
- Determine leadership fundamentals, styles, traits, skills and attributes in local governance.
- Describe the significance of leadership to create an innovative, learning organisation for local service delivery.
- Apply team leadership and leadership communication.
- Outline selected leadership issues with specific reference to strategic and visionary leadership, transformational leadership, and leading change.

INTEGRATED DEVELOPMENT PLANNING (IDP): LGM4YE1

Purpose
The purpose is to provide a broad overview of the essential nature and successful implementation of Integrated Development Planning (IDP) processes, strategies and interventions. The module further seeks to impart knowledge and insight regarding IDP performance monitoring and oversight in municipalities to operationalise effective and efficient IDP programmes.

Outcomes
The student will be able to:
- Describe the concept of IDP in relation to the inter-jurisdictional, inter-disciplinary and sustainability dimensions impacting on local government.
- Determine the statutory requirements for IDP in relation to the key role players involved, the roles and responsibilities of all role players including districts and provinces in the IDP process and the concept of popular participation as a requirement in the IDP.
- Explain the context of IDP in relation to the national planning framework, the intergovernmental relations in IDP and organisational capacity building for IDP.
- Identify the processes associated with IDP.

LOCAL ECONOMIC DEVELOPMENT (LED) FOR LOCAL GOVERNMENT: LGM5YE1

Purpose
To provide a broad overview of the essential nature and successful implementation of local economic development (LED) initiatives, strategies and interventions as an objective of developmental local government by highlighting the evolving role of local government in focusing resources into local communities to facilitate development and economic growth.

Outcomes
The student will be able to:
- Describe the concept of LED in the context of South African local government and according to the rationale for LED and the economic requirements for LED for sustainable growth and development.
- Outline the statutory basis for LED in South Africa in relation to the specific role of local government, the emerging good practice and policy in LED and capacity implications for LED engagement.
- Explain the essence of LED according to economic problems, plans and performance, the concept of supply and demand and the interventions in the local economy required in relation thereto, competition and the components of the local economic system as it relates to LED.
- Describe the components of LED strategy development.
- Describe the varying types of LED interventions and projects.

MUNICIPAL FINANCIAL MANAGEMENT AND BUDGETING: LGM6YE1

Purpose
The purpose is to enable students to participate in budgeting processes including preparing a budget within the policy framework of local government and the Municipal Finance Management Act (MFMA). It explores the roles and responsibilities and timeframes required for effective budgeting planning, implementation and evaluation. It also analyses local government budgeting techniques and how to translate a strategic overview into an operating budget.

Outcomes
The student will be able to:

- Determine the role and purpose of a municipal budget in relation to the Municipal Finance and Management Act (MFMA) and overall financial regulations and the need for credibility in budgeting within local government.
- Apply the methodology, procedures and frameworks for preparing a municipal budget in the context of local government objectives.
- Analyse policies that impact budgeting in relation to local government objectives.
- Ensure the fulfilment of procurement activities and supervision of procurement administration.
- Apply general budgeting techniques in the context of local government budgeting regulations. **Range statement:** Budgeting techniques include but are not limited to incremental budgeting, performance budgeting, activity-based budgeting and zero-based budgeting.

LOCAL GOVERNMENT HUMAN RESOURCES MANAGEMENT: LGM7YE1

Purpose
To orientate students in the theories of public human resources management so that the human resources base can be effectively utilised to optimise service delivery objectives in local government.

Outcomes
The student will be able to:
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- Describe the principles of job analysis and design in accordance with local government human resources requirements.
- Describe the principles of recruitment and selection in relation to the overall roles and responsibilities required in local government functions and within the legislative framework governing recruitment and selection.
- Explain training and development plans in relation to the benefits and advantages of training and the various methodologies are contrasted and discussed in accordance with how the plan can best be addressed.
- Apply performance management in relation to how it addresses overall municipal operational needs and the varying methodologies for managing performance are contrasted to determine best approaches in a local government context.
- Explain labour relations with examples relating to methodologies for implementing disciplinary processes are identified in relation to the overall labour relations legislative framework.

CALCULATION CRITERIA

Minimum Full Period Mark for Examination Admission: 40%
Full Period summative assessments total is 200 marks calculated to 50% term mark and 50% exam mark.
Full Period Mark Weight: 50%
Examination Mark Weight: 50%

METHOD OF ASSESSMENT

- Summative assessments are in the form of assignments for modules1, 2 and 4 and 5 which is divided into theory and applications exercises (Total of 50 marks) and a full written summative essay for module 3 (Total 50 marks), and a written examination for modules 6 and 7 (Total 100 marks).
- Formative – Continuous self-assessment exercises and short assignments for all the modules
- Pass mark: 50% is the pass mark for all summative assessments.
- All modules must be passed in the same academic year.

MODERATION (internal and/or external)

The final assessment is an examination and will be moderated in terms of the UJ Institutional Moderation Policy.
- One internal moderator
- One external moderator