



Specialist Local Government Management Programme

NQF Level 6

Participant Profile

Participants are typically Local Government Officials, Councilors or related staff, who have been working in the public sector for a number of years. This short learning programme is also ideal for the person who has successfully completed a post-matric qualification in another field of study, but whose career path has developed with the field of local government management.

Short Learning Programme Structure

The Specialist Local Government Management Programme (SLGMP) is a short learning programme at NQF level 6 and consists of 7 modules which are presented by way of lectures, group discussions, case studies and role plays. The lecturing contact time is 36 hours per module. Two modules are conducted concurrently over 12 weeks of part-time study, and are completed before the commencement of the next two modules. The short learning programme methodology is practical, involving a problem solving approach to knowledge transfer. Delivery may also take the form of block release.

Learning Outcomes

On completion of this short learning programme, the learner will be able to:

- Demonstrate comprehensive knowledge in the field of local government.
- Analyse and evaluate data, ideas, theories and practices within the local government field.
- Identify key elements and solve problems using appropriate methods and theories.
- Practically apply the knowledge and skills learnt on the short learning programme to case studies and within the workplace.

Evaluation of Participants

Assessment is both formative and summative and includes:

- Weekly individual and group exercises and tasks
- Group and individual assignments
- Open and closed book case study integrative assessments

To complete the short learning programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Entrance Criteria

The minimum entry requirements for admission to the SLGMP are:

- Twenty three years of age and
- Three years business experience and
- Senior certificate or NQF 4 equivalent and proven management competency within the local government field or
Alternative admission can be achieved via the DUT RPL process or mature age exemption.
- Placement assessment may apply

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Contents of Modules

MODULE 1: Strategic Management

Concepts defined- Strategy, Management, and Strategic Management; Functional and Dysfunctional Aspects of Strategic Management; Vision, Mission, Strategic Plan & Management, Business plan; Strategic Management Process; Corporate Governance as a Strategy for Effective Local Governance.

MODULE 2: Service Delivery Management

Theory and Practice of Municipal Service Delivery; Significant Principles of Batho Pele; Implementing Batho Pele; Statutory Framework for Service Delivery; Locus & Focus of the Constitution in Municipal Service Delivery; Locus and Focus of Public Service delivery and Public Administration, & Management; Measuring Customer Satisfaction; Actions to Deliver Services; Public Service Delivery and the Environment; Normative guidelines for enhanced Service Delivery; Total Quality Management in Service Delivery (TQM); Service Delivery Review; Service Delivery Improvement Plan; Recommendations for improving service delivery; Strategies for Implementing a Service Delivery Policy Framework; Corporate Governance in Municipal Service Delivery; New Management Strategies for Enhanced Service Delivery.

MODULE 3: Local Government Law

New Local Government Legal Dispensation; History & Introduction of Local Government in South Africa; Process of Transformation and Restructuring of Local Government; Current State of Local Government to the Constitution; Challenges and Developmental Duties of Local Municipalities; Legal Nature and General Rights and Duties of Local Government Institutions; Local Government within a System of Co-operative Governance; Critique the Role of Municipal Councils; Role of Traditional Leadership in Local Government Affairs; Human Resources, Financing and Aspects relating to Performance Management; Municipal Development Planning; Basic Legal matters relevant to Local Government Structures.

MODULE 4: Economics and Marketing in Local Government

Introduction to Macro economics; Economic Growth and Business Cycles; Employment & Inflation; Foreign Trade, Wages & Productivity; Financial & Fiscal Indicators; Social & International Comparisons; Understanding Service Delivery; Marketing & Service Delivery; Measuring Service Delivery; Service Strategy & Implementation; Delivering Service Excellence; Handling Complaints.

MODULE 5: Organisational Development & Change Management

Organisational Development; Change Management; Organisational Culture and Change; Organisational development practitioners role and ethics; Human Resources Management Issues for effective change and transformation in Local Government; Leadership And Governance; Team Building; Communication Strategies; Mentoring And Coaching; Leading And Managing Change; Performance Management.

MODULE 6: Local Government Financial Management

Historical Perspective relating to Municipal Financing; Statutory Measures underpinning Municipal Financing; Key Constitutional Principles and Responsibilities relating to Financial Management; Statutory Roles, Responsibilities and Duties of Municipal Officials in Financial Administration; Municipal Revenue in terms of Collection, Banking and Cash Flow; Municipal Budgeting and Municipal Debt; Financial Responsibilities of Mayors and Officials; Understand Financial Reporting & Auditing; Resolving Municipal Financial Crises.

MODULE 7: Policy Development Management and Ethics

Conceptualisation of Policy, Policy-making & related concepts, Decision-making vis-à-vis Policy-making; Analytical Models in Policy-making, policy implementation & 5-c protocol, policy analysis and evaluation, role-players in public policy, locus and focus of project management in public, policy management, local economic development (led) & integrated development planning (idp), other policy documents in local government, ethics and good governance in local government.

Concluding Remarks

- Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its short learning programmes where necessary.
- The presentation of a short learning programme or any format is subject to sufficient enrolment as determined by the BSU.

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