

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE:	HEQC/H06/EMS/SLFMPM (Credit-bearing SLP)		
TITLE:	Financial Management for Chief Financial Officials in Public & Municipal Institutions		
QUALIFICATION TITLE:	Master in Public Administration		
NQF LEVEL:	7		
CREDITS:	28	NOTIONAL LEARNING HOURS:	280
FORMAL CONTACT TIME:	120 HOURS		

The contact time will entail a five day formal facilitation session, including lecturing, simulations and role-play exercises and activities aimed at giving practical effect to theoretical concepts.

LEARNING ASSUMED TO BE IN PLACE:

- A formal qualification on NQF level 6 *plus* relevant experience.
- The general regulations of the University of the Free State will be applicable.

LEARNING OUTCOMES:

Learners will be able to:

- Compile and implement budgets on a departmental level (SGB: Public Administration and Management, Unit Standard FMP672 – Annexure A).
- Implement, maintain and improve financial internal control measures on a departmental level (SGB: Public Administration and Management, Unit Standard FMP673 – Annexure B).
- Manage stock, assets and liabilities on a departmental level (SGB: Public Administration and Management, Unit Standard FMP675 – Annexure C).
- Initiate and transform organisational strategies into operational plans to achieve policy objectives and service excellence (SGB: Public Administration and Management, Unit Standard ODM372 – Annexure D).
- Contribute to capital planning & financing (SGB: Public Administration and Management, Unit Standard 116347 – Annexure E).

BRIEF DESCRIPTION OF CONTENT:

- 1. The Municipal Finance Management Act, 2003 / Public Finance Management Act, 1999 (Control, Auditing and Accountability)**
 - The Constitution of the South Africa, 1996
 - The Municipal Systems Act, 2000
 - Financial Control & Accountability
 - The principles of Corporate Municipal Financial Management
 - External Auditing
 - The answering of audit inquiries and audit management letters
 - Control for Accountability
 - Regularity control
 - Value-for-money control
 - Internal auditing and internal financial controls
 - The Principles of Risk Management
 - Risk Assessment and Risk profiling

2. Strategic Planning & Budgeting

- The principles of Public and Municipal Budgeting
- Capital budgets.
- The time value of money.
- Capital budgeting techniques: NPV and IRR.
- Operational and Personnel budgets
- Project Budgets
- Budgeting and the MFMA / PFMA
- Compiling a Performance Budgeting.
- Exercise budget control.
- Basic Cost Analysis
- Cost-effectiveness analysis
- Cost-benefit analysis

3. Financial Decision-making and Analysis

- Requirements of financial information for management decision-making.
- Financial Statements and Other sources of financial information.
- Analyze and apply financial information in management decision-making.
- The Accounting Equation, GAMAP / GRAP and Accounting Transformation
- The Purchasing decision
- Preferential Procurement
- Asset and Loss Control
- Revenue and Expenditure Forecasting and Control

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

METHODS OF ASSESSMENT:

A portfolio of evidence, consisting of individual and group assignments, activities, group discussions, individual feedback, case studies, role-play and simulation.

See Annexure F.

ASSESSMENT CRITERIA:

ORGANISING FIELD: 3

(1 = Agriculture and Nature Conservation)

(2 = Culture and Arts)

(3 = Business, Commerce and Management Studies)

(4 = Communication Studies and Language)

(5 = Education, Training and Development)

(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)

(8 = Law, Military Science and Security)

(9 = Health Sciences and Social Services)

(10 = Physical, Mathematical, Computer and Life Sciences)

(11 = Services)

(12 = Physical Planning and Construction)

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DEPARTMENTAL OR PROGRAMME "HOME": Public Management

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