

SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/PFMA (Credit-bearing SLP)

TITLE: Manage in terms of the Public Finance Management Act/Municipal Finance Management Act: Guidelines for Line Managers (Public Sector)

NQF LEVEL: 7

CREDITS: 16

NOTIONAL LEARNING HOURS: 160

FORMAL CONTACT TIME: 40 hours

LEARNING ASSUMED TO BE IN PLACE:

- A formal qualification on NQF level 5 *plus* relevant experiences.
- The general regulations of the University of the Free State will also be applicable.

LEARNING OUTCOMES:

Learners will be able to:

- Learners must be familiar with the principles of the Public Finance Management Act, 1999 / Municipal Finance Management Bill as it relates to the statutory regular (legal) execution of their financial functions.
- Learners must be familiar with the measures that must be put into place to promote efficiency, effectiveness and economy in the execution of their activities.
- Learners must understand the conceptual and contextual meaning and applications of financial accountability as exposed in the Public Finance Management Act, 1999 / Municipal Finance Management Bill.
- Learners must have a basic knowledge of the requirements and skills necessary for preparing budgeting in line with the stipulations of the Public Finance Management Act, 1999 / Municipal Finance Management Bill.
- Learners must be familiar with the requirements of the Public Finance Management Act, 1999/ Municipal Finance Management Bill in so far as it relates to the procurements of goods and services (including tendering) and the safeguarding of assets (including the prevention of losses).

BRIEF DESCRIPTION OF CONTENT:

1. The Public Finance Management Act, 1999 / Municipal Finance Management Bill
 - Background to the Public Finance Management Act, 1999 / Municipal Finance Management Bill
 - Principles of the Public Finance Management Act, 1999 / Municipal Finance Management Bill
 - The Public Finance Management Act, 1999 / Municipal Finance Management Bill and line management responsibilities
2. The 3xEs (efficiency, effectiveness, economy)
 - Meaning and implications of efficiency, effectiveness, economy
 - Cost awareness.
 - Costs vs benefits.

- Cash flows vs investment decisions.
- The 3xEs and the financial productivity concept.

3. Statutory Accountability: The role of line managers

- Meaning and implications of Accountability.
- Responsibilities of the Accounting Officer.
- Responsibilities of Line Managers.

4. Performance Budgeting

- The Public Finance Management Act, 1999 / Municipal Finance Management Bill and public sector budgeting.
- Principles of performance budgeting.
- Linking strategy and institutional resources.
- Financial and performance reporting.

5. The Public Finance Management Act, 1999 / Municipal Finance Management Bill and public sector procurement, asset and loss control.

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

- Compile and implement budgets at a departmental level.
- Implement, maintain and improve financial internal control measures at a departmental level.
- Develop and implement logistics management procedures at a departmental level.

METHODS OF ASSESSMENT:

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

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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