

NATIONAL DIPLOMA - PUBLIC FINANCE MANAGEMENT & ADMINISTRATION

Dates for the submission of the POE will be communicated by the facilitator during the presentation of the respective Unit Standard and training period.

Notional hours (credit value) are structured into pre-course preparations, contact sessions, in-class assignments to be completed after-hours during the contact sessions and post coursework in the form of the POE.

Delegates who have done completed US on the MFMP course will be credited meaning they will not be required to attend the contact session or submit POE for competent Unit Standards

Module Title	Unit Standard Title	U/S ID	NQF Level	Credit Value	Days	Contact Hours with Provider	Hours in Workplace	Date
Introduction session	Particular attention to be given on the compilation of POE's and the assessment process	All			1	8	0	23 August 2017
Module 1: People Development and Communication	Manage and develop oneself in the public sector work environment	119332 FUNDAMENTAL	5	10	4	32	320	18 - 21 September 2017
	Manage the development and performance of human capital in the public sector	119336 CORE	5	12				
	Apply sound communications principles in the coordination of selected public sector communications programmes	119346 FUNDAMENTAL	5	10				
Module 2: Governance and Legislation	Discuss the selected Legislative Regulatory Framework Governing the Public Sector Management and Administration Environment	119344 CORE (MFMP)	5	12	2	32	320	18 - 19 October 2017
	Apply the legislation governing the establishment and management of public entities	119342 FUNDAMENTAL	5	12				
	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	119348 CORE (MFMP)	5	8				
Module 3: Finance and Accounting	Apply selected GRAP (Generally Recognised Accounting Practice) to the periodic accounting reporting process	116345 CORE (MFMP)	5	12	2	42	420	20 – 21 November 2017
	Apply accounting principles and procedures in the preparation of reports and decision making	119340 FUNDAMENTAL	5	15				
	Apply the principles of budgeting	119347 CORE	5	15				
Module 4: Economic Principles	Apply economic principles and management decisions	119333 FUNDAMENTAL	5	15	3	42	420	5 – 7 February 2018
	Analyse and evaluate the impact of microeconomic data on the operating environment of the public sector	119345 CORE	5	12				
	Conduct and apply mathematical analyses relating to economics and finance	119353 ELECTIVE (MFMP)		15				

Module 5: Supply Chain and Risk Management	Apply principles, regulations and legislation underlying supply chain management in the public sector	119349 CORE	5	15	4	35	350	5 – 8 March 2018
	Plan and implement public-private partnerships for municipal service delivery	119331 CORE (MFMP)	6	12				
	Apply principles of risk management to manage and report risk situations in the public sector	119341 CORE (MFMP)	5	8				
Module 6: Cost and Capital Planning	Conduct working capital management activities in accordance with sound financial management policy	119335 FUNDEMENTAL	5	12	2	42	420	5 – 6 April 2018
	Apply cost management information systems in the preparation of management reports	119343 ELECTIVE (MFMP)	5	15				
	Conduct and apply statistical analyses required to make informed public sector finance decision	119352 CORE (MFMP)	5	15				
Module 7: Information and Project Management	Apply operations research principles and tools in the management of project activities and resources	119351 CORE (MFMP)	5	15	2	27	270	8 - 9 May 2018
	Apply principles of information system to the public finance and administration	119352 CORE (MFMP)	5	12				
	Apply principles of computerised systems to manage data and reports relevant to the public sector and administration	119351 CORE (MFMP)	5	10				