

A guide to our  
**Training**  
Programmes



Pioneer  
Business Consulting

# Welcome to Pioneer Business Consulting Training Institute

## About us

*Pioneer Business Consulting (Pty) Ltd provides a wide range of SETA accredited training programs and workshops. We are a key player in the support of the National Skills Development Strategy III (NSDS) initiatives. Our key focus is on delivery of innovative learning solutions to empower people with knowledge and skills. Our client base ranges from small, medium to large private entities and the public sector.*

## Our Vision

*To be a leading strategic partner in the provision of outsourced business solutions.*

## Our Mission

*To provide professional and quality service to our valued strategic partners, by adding value required to sustain organizations in a globally competitive economic environment.*

## Our accreditation status

*We offer accredited training programs, we are fully accredited training provider with the Local Government SETA (LGSETA) and the Department of Labour.*



*Our training programs are delivered by an enviable team of qualified, experts and highly experienced practitioners. Passionate, dedicated with a commitment to deliver real business benefits. We provide organisations and individuals with a complete and comprehensive suite of learning solutions.*

## **Our Qualifications**

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### **MICT SETA Programs**

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- 49077** National Certificate: Information Technology: End User Computing  
NQF Level 03 | Credits 130
- 48573** National Certificate: Information Technology: Systems Support  
NQF Level 05 | Credits 147
- 78964** Further Education and Training Certificate: Information Technology: Technical Support  
NQF Level 04 | Credits 163

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### **Public Service SETA (PSETA) Programs**

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- 57804** National Certificate:  
Public Administration  
NQF Level 03 | Credits 157
- 57824** Further Education and Training Certificate:  
Public Administration  
NQF Level 04 | Credits 146
- 50060** National Certificate:  
Public Administration  
NQF Level 05 | Credits 141



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## AGRI SETA Programs

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- 48975** National Certificate:  
Plant Administration  
NQF Level 02 | Credits 120
- 48976** National Certificate:  
Animal Production  
NQF Level 02 | Credits 120
- 48977** National Certificate:  
Mixed Farming Systems  
NQF Level 02 | Credits 120
- 66589** National Certificate: Horticulture  
NQF Level 02 | Credits 120
- 66649** National Certificate: Landscaping  
NQF Level 03 | Credits 120
- 48979** National Certificate:  
Animal Production  
NQF Level 04 | Credits 140
- 49009** National Certificate:  
Plant Production  
NQF Level 04 | Credits 142
- 49052** National Certificate:  
Plant Production  
NQF Level 03 | Credits 120
- 49582** National Certificate:  
Poultry Production  
NQF Level 02 | Credits 133

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## Safety and Security SETA (SASSETA) Programs

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- 58577** National Certificate:  
General Security Practices  
NQF Level 03 | Credits 124
- 57713** Education and Training Certificate:  
Specialist Security Practices  
NQF Level 04 | Credits 137

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## South African Board for People Practices (SABPP) Programs

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- 61592** National Diploma:  
Human Resources Management and Practices  
NQF Level 05 | Credits 249

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## Services SETA Programs

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- 50080** Further Education and Training Certificate:  
Project Management  
NQF Level 04 | Credits 136
- 57937** General Education and Training Certificate:  
Hygiene and Cleaning  
NQF Level 01 | Credits 120
- 66249** Further Education and Training Certificate:  
New Venture Creation  
NQF Level 04 | Credits 149
- 49648** National Certificate:  
New Venture Creation (SMME)  
NQF Level 02 | Credits 138
- 93993** National Certificate:  
Labour Relations Practice  
NQF Level 05 | Credits 121
- 61755** General Education and Training Certificate  
Business Practice  
NQF Level 01 | Credits 121
- 57712** Further Education and Training Certificate  
**(58344)** Generic Management  
NQF Level 04 | Credits 150
- 20175** National Certificate:  
Hygiene and Cleaning Supervision  
NQF Level 03 | Credits 120
- 83946** National Certificate:  
Management  
NQF Level 03 | Credits 120

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## Construction SETA Programs

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- 65409** National Certificate:  
Building and Civil Construction  
NQF Level 03 | Credits 140
- 24173** National Certificate:  
Construction: Roadworks  
NQF Level 03 | Credits 155

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## W&R SETA Programs

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- 58206** National Certificate:  
Wholesale and Retail Operations  
NQF Level 02 | Credits 120

## Local Government SETA (LGSETA) Programs

- 57823** National Certificate:  
Ward Committee Governance  
NQF Level 02 | Credits 120
- 58578** National Certificate:  
Local Government Councillor Practices  
NQF Level 03 | Credits 122
- 50081** Further Education and Training Certificate:  
Leadership Development  
NQF Level 04 | Credits 160
- 48965** Certificate:  
Municipal Financial Management (MFMP)  
NQF Level 06 | Credits 166
- 50309** Further Education and Training Certificate:  
Environmental Practice  
NQF Level 04 | Credits 140
- 49752** National Certificate:  
Environmental Practice  
NQF Level 03 | Credits 122
- 49605** National Certificate:  
Environmental Practice  
NQF Level 02 | Credits 128
- 64870** Further Education and Training Certificate:  
Disaster Risk Management  
NQF Level 04 | Credits 150
- 57803** Further Education and Training Certificate:  
Fire and Rescue Operations  
NQF Level 04 | Credits 148
- 49554** National Diploma:  
Public Finance Management and Administration  
NQF Level 05 | Credits 260
- 50205** National Certificate:  
Municipal Integrated Development Planning  
NQF Level 05 | Credits 160
- 66789** National Certificate:  
Environmental Management  
NQF Level 05 | Credits 134
- 36436** National Certificate:  
Local Economic Development  
NQF Level 04 | Credits 163
- 36438** National Certificate:  
Local Economic Development  
NQF Level 05 | Credits 142

**50372** Further Education and Training Certificate:  
Municipal Finance and Administration  
[NQF Level 04](#) | [Credits 157](#)

**60274** National Certificate:  
Disaster Risk Management  
[NQF Level 02](#) | [Credits 162](#)

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## ETDP SETA Programs

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**50334:** National Certificate  
Occupationally Directed Education Training & Development Practices  
[NQF Level 05](#) | [Credits 120](#)

**58761:** Further Education & Training Certificate  
Early Childhood Development  
[NQF Level 04](#) | [Credits 140](#)

**115753:** Assessor course  
Conduct outcomes-based assessment,  
[NQF Level 05](#) | [Credits 15](#)

**117871:** Facilitator course  
Facilitate learning using a variety of given methodologies  
[NQF Level 05](#) | [Credits 10](#)

**115759:** Moderator course  
Conduct moderation of outcomes-based assessments  
[NQF Level 05](#) | [Credits 10](#)

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## merSETA Programs

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**58781:** National Certificate  
Production Technology  
[NQF Level 02](#) | [Credits 125](#)

**58785:** National Certificate  
Production Technology  
[NQF Level 03](#) | [Credits 120](#)

**58779:** Further Education & Training Certificate  
Production Technology  
[NQF Level 04](#) | [Credits 143](#)

## Quality Council for Trades and Occupations



**91994** Occupational Certificate: Office Administrator:  
Public Service Administrator  
[NQF Level 05](#) | [Credits 52](#)

**94597** Occupational Certificate: Health Promotion Officer  
[NQF Level 03](#) | [Credits 163](#)

**97542** Occupational Certificate: Early Childhood Development Practitioner  
[NQF Level 04](#) | [Credits 131](#)

**97708** Occupational Certificate: Community Development Worker  
[NQF Level 04](#) | [Credits 150](#)

**99508** Occupational Certificate: Environmental Science Technician  
[NQF Level 06](#) | [Credits 467](#)

**First Aid Level 1**

**First Aid Level 2**

**First Aid Level 3**

**Qualification - 57823 National Certificate:**

## **Ward Committee Governance**

### **Purpose:**

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required for proactive participation as a Ward Committee member so that they achieve municipal objectives.

The learning outcomes contained in this qualification are based on the competencies required to contribute to the effectiveness of municipal processes from a Ward Committee perspective. These competences relate to: Conducting or participating in formal and informal meetings to achieve Ward Committee objectives. Involvement in and giving advice on municipal projects. Assisting in implementing municipal objectives and overall objectives of Local Government by displaying an understanding of core municipal functions as they relate to a Ward Committee context.

Facilitating relations between Local Government and citizens to effectively support the implementation of its objectives.

Facilitating service delivery in a Ward Committee context.

The learners entering this qualification may come from various backgrounds and will be persons who have been nominated





by their community onto a Ward Committee to represent the needs of the community, while archiving municipal objectives. It will create an opportunity for the learner to be exposed to various municipal processes and pursue a learning pathway in counselling for Local Government. The qualifying learner will be able to participate actively in overall democracy through proactive community involvement in local government processes.

## Rationale:

The qualification is aimed at learners working in a Ward Committee context within Local Government. The newly created sub-municipal Ward Committees play a critical role in achieving the objectives of Local Government including giving practical meaning and substance to the basic political commitment that 'the People Shall Govern'. Being a representative structure of the community and its citizens, the Ward Committees need to inform the municipality about the aspirations, potentials and problems of the people and form a bridge by facilitating proper communication between the Council and the citizens. On this basis, a need was identified to equip learners in the Ward Committee with the competencies they require to function as a Ward Committee representatives. The typical learner will be member of a Ward Committee participating in municipal processes at a local level. In addition persons seeking future employment in the Local Government sector may choose to complete the qualification.

This qualification is the first in the learning pathway for people involved in Local Government. The pathway includes two legs: one for political representatives at various levels which ends with an FETC in Local Government, and one for administrators and financial managers which ends with a National Certificate at NQF Level 7.



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## Ward Committee Induction

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- 242896** Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes  
NQF Level 02 | Credits 10
- 242892** Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members  
NQF Level 02 | Credits 06
- 242893** Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning  
NQF Level 02 | Credits 06

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## Public Participation

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- 113955** Apply the Batho Pele principles to own work role and context  
NQF Level 03 | Credits 04
- 123426** Facilitate community participation in democratic processes and structures  
NQF Level 03 | Credits 07

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## Municipal Processes

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- 242890** Display an understanding of core municipal process and Ward Committee participation in these processes  
NQF Level 03 | Credits 10
- 242895** Support the facilitation of development project service delivery in a Ward Committee context  
NQF Level 02 | Credits 08

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## Project Management

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- 123462** Demonstrate knowledge and understanding of the project and the project support services environment  
NQF Level 03 | Credits 04
- 123464** Gather information and provide assistance for project planning and scheduling functions  
NQF Level 03 | Credits 10

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## Community Diversity

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- 242894** Demonstrate knowledge of gender, equity and diversity issues in development projects  
NQF Level 03 | Credits 06

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## Meeting procedure and reporting

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- 13934** Plan and prepare meeting communications  
NQF Level 03 | Credits 04
- 123436** Facilitate community participation in democratic processes and structures  
NQF Level 03 | Credits 07

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## Effective Communication

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- 110454** Maintain and adapt oral/signed communication  
NQF Level 02 | Credits 05
- 119456** Write/present for a defined context  
NQF Level 02 | Credits 05
- 119460** Use language and communication in occupational learning programmes  
NQF Level 02 | Credits 05
- 119463** Access and use information from texts  
NQF Level 02 | Credits 05
- 242891** Apply communication, interpersonal and conflict management principles in Ward Committee functions, process  
NQF Level 02 | Credits 10

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## Numeracy

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- 7469** Use mathematics to investigate and monitor the financial aspects of personal and community life  
NQF Level 02 | Credits 02
- 7480** Demonstrate understanding of rational and irrational numbers and number systems  
NQF Level 02 | Credits 03
- 9007** Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts  
NQF Level 02 | Credits 03
- 9009** Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems  
NQF Level 02 | Credits 03

## Local Government Councillor Practices

### Purpose:

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required to fulfill the roles and responsibilities of a Local Government councillor and therein:

Act as representatives of the community they serve.

Provide leadership roles in a council.

Act as custodians or guardians of public finances.

The learning outcomes contained in this qualification are based on the competencies required to contribute to municipal processes from a councillor perspective. These competences relate to:

Demonstrating an understanding of the interests of the people in a municipality.

Demonstrating an understanding of the main issues in their municipality.

Providing the link between the public and the council and ensuring primary loyalty to the public.

Participating in policy making.

Participating in decision-making pertaining to local government matters.

Passing by laws.

Giving direction to the related administration.

Learners entering this qualification may come from various backgrounds and will generally be persons, elected for the purpose of serving as a Local Government councillor in order to achieve municipal objectives.



## Rationale:

The qualification is aimed at learners in a Local Government context who facilitate democratic relations between the community, Local Government and various stakeholders that impact on Local Government democratic processes. The qualification provides key competences to councillors to fulfill their mandate in respect of improving the lives of all people in their municipalities. It provides the learner with the necessary skills, knowledge and attitudes required to be a proactive link between the public and the council. The councillors play a critical role in achieving the objectives of Local Government, including giving a practical meaning and substance to the basic political commitment that 'the People Shall Govern'. The councillors play a critical role in the facilitation of proper communications between various parties within Local Government and the community to ensure that Local Government objectives are achieved in a proactive and democratic manner. The typical learner enrolled for this qualification will be a council member, wishing to improve his competencies related to the fulfillment of the requirements of his/her role as a council member. In addition persons seeking future employment in the Local Government sector may choose to complete the qualification.

This qualification is part of the learning pathway in Local Government administration, management and governance. The learning pathway includes learning opportunities in administration and finance, local economic development and leadership in Local Government, and integrated development planning. The learning pathway provides varied opportunities for a learner wishing to embark on a career within local government and are also complementary to other qualifications within the public sector.

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## How Local Government functions

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- 244174** Facilitate co-operative governance and inter-governmental relations  
NQF Level 03 | Credits 06
- 244175** Demonstrate an understanding of the policy and legal framework guiding Local Government  
NQF Level 03 | Credits 10
- 244190** Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes  
NQF Level 03 | Credits 06

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## The role of the Councillor

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- 244183** Fulfil the roles and the responsibilities of a councillor  
NQF Level 03 | Credits 06
- 242860** Apply the Batho Pele principles to own work role and context  
NQF Level 03 | Credits 04
- 242858** Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context  
NQF Level 03 | Credits 04

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## Councillor Leadership and Communication

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- 244180** Exercise leadership in a councillor context  
NQF Level 03 | Credits 06
- 244186** Facilitate Council and related meetings to achieve Local Government objectives  
NQF Level 03 | Credits 06
- 244188** Facilitate public participation and citizen involvement in Local Government objectives  
NQF Level 03 | Credits 06
- 120394** Apply communication principles, strategies and processes in a leadership role  
NQF Level 04 | Credits 06

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## Apply Municipal Processes to the Councillor Function

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- 244185** Apply key municipal processes in a council function  
NQF Level 03 | Credits 12
- 13915** Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace  
NQF Level 03 | Credits 04

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## Supplementary Unit Standards

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- 242902** Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context  
NQF Level 03 | Credits 06
- 242894** Demonstrate knowledge of gender, equity and diversity issues in development projects  
NQF Level 03 | Credits 06

## Leadership Development

### Purpose:

The purpose of the qualification is to enable qualifying learners to apply leadership competencies to ensure service excellence.

Learners will develop competencies to utilise leadership skills to enhance service delivery in a specific sector or context. Individual learners will benefit through enhancing their personal competencies, knowledge and skills so as to be able to complete tasks required in their employment contracts and by legislation, relating to:

Applying emotional intelligence in a leadership context.

Motivating self and others.

Applying leadership to relationship management.

Applying visionary thinking skills in leadership problem-solving contexts.

Developing service culture of a specific sector.

### Rationale:

The qualification is aimed at councillors, leaders and municipal managers in local government. The typical learner will be an employee in local government, wishing to gain the competence to fulfill the requirements of his/her current job obligations or a municipal employee or councillor wishing to gain a qualification so as to advance his/her career opportunities. In addition persons seeking future employment in the local government sector may choose to complete this qualification.

Office bearers and employees at local government level are responsible for managing the provision of services to the community. The Constitution of the South Africa (Act 108 of 1996) section 27 (1) states that all South Africans have the right to access health care services; sufficient food and water and social security. Section 27(2) requires the state to take reasonable measures within its available resources to provide these basic human rights. The state is also responsible for providing education for the community and managing all





of the country's resources. The Constitution therefore allows the community to demand that services are met and that government office bearers and managers have the skills to take reasonable measures in providing services.

The Exit Level Outcomes contained in this qualification are based on competencies required for people dealing with integrated development planning in a municipal context. The outcomes have been designed to fall into 8 broad areas of competence which will enable learners to:

Deal with issues and provide strategic leadership at various levels including community.

Build consensus amongst diverse groupings of people with various interests. Apply innovative, creative and flexible strategies and thinking when dealing with community issues and needs.

Build trust between the councillors, officials, community and various competing interest groups while maintaining personal integrity.

Manage conflict.

Demonstrate the commitment and tenacity to achieve set objectives.

Communicate with conviction, confidence and integrity at all levels and constituencies.

The qualification aims to provide opportunities for applied competencies in these areas and provides a basis for further qualifications in municipal and public sector management at higher levels on the NQF.

Learners will build on their existing competencies. The competencies in this qualification will assist learners in their role in organisational leadership and will also provide competencies which are transferable to the any sector.

The Exit Level Outcomes highlight many of the integrated and intergovernmental skills required within any sector. Such skills and knowledge are geared towards enabling councillors, leaders and municipal managers to operate effectively and successfully in a demanding environment.

Therefore, the Exit Level Outcomes and related Assessment Criteria highlight competences related to achieving leadership development for any sector.

The FETC: Leadership Development Level 4 should produce knowledgeable, multi-skilled workers who are able to contribute to enhanced service delivery in any sector or context. It should provide the means for current workers to receive recognition of prior learning, to upgrade their skills and achieve a nationally recognised qualification. It will ensure that the quality of education and training in the any sector is enhanced and of a world-class standard.

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## Mathematics in business

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- 7468** Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues  
NQF Level 04 | Credits 06
- 9015** Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems  
NQF Level 04 | Credits 06
- 9016** Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts  
NQF Level 04 | Credits 04

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## Business Communication

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- 8968** Accomodate audience and context needs in oral communication  
NQF Level 03 | Credits 05
- 8969** Interpret and use information from texts  
NQF Level 03 | Credits 05
- 8972** Interpret a variety of literary texts  
NQF Level 03 | Credits 05
- 8970** Write texts for a range of communicative contexts  
NQF Level 03 | Credits 05
- 8974** Engage in sustained oral communication and evaluate spoken texts  
NQF Level 04 | Credits 05
- 8976** Write for a wide range of contexts  
NQF Level 04 | Credits 05
- 8975** Read analyse and respond to a variety of texts  
NQF Level 04 | Credits 05
- 12153** Use the writing process to compose texts required in the business environment  
NQF Level 04 | Credits 05

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## Strategic and Advisory Leadership

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- 11485** Plan strategically to improve business performance  
NQF Level 04 | Credits 04
- 120311** Apply visionary leadership to develop strategy  
NQF Level 05 | Credits 10
- 120394** Apply communication principles, strategies and processes in a leadership role  
NQF Level 04 | Credits 06

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## Managing People

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- 120305** Analyse the role that emotional intelligence plays in leadership  
NQF Level 05 | Credits 08
- 120391** Apply leadership skills to relationship management  
NQF Level 04 | Credits 08
- 120392** Apply the concept and principles of knowledge management to leadership  
NQF Level 04 | Credits 08

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## Principles of Leadership

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- 113955** Apply the Batho Pele principles to own work role and context  
NQF Level 03 | Credits 04
- 120300** Analyse leadership and related theories in a work context  
NQF Level 05 | Credits 08
- 120389** Explain and apply the concept, principles and theories of motivation in a leadership context  
NQF Level 04 | Credits 06

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## Legislation and institutions within the leadership role

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- 120393** Explain and apply legislation and policies applicable to leadership in a specific sector or context  
NQF Level 04 | Credits 10
- 113960** Demonstrate and apply knowledge of the ethical standards in the Public Sector  
NQF Level 04 | Credits 04
- 14534** Apply knowledge of community issues in relation to development projects  
NQF Level 03 | Credits 04
- 120390** Develop and apply a service culture to a leadership role  
NQF Level 04 | Credits 08

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## Project Management

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- 10140** Apply a range of project management tools  
NQF Level 04 | Credits 08
- 10146** Supervise a project team of a developmental project to deliver project objectives  
NQF Level 05 | Credits 14

### Municipal Financial Management (MFMP)

#### Purpose:

The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing and reporting processes. Individual learners will benefit through enhancing their personal competencies, knowledge and skills so as to be able to complete tasks required in their employment contracts and by legislation.

Business and commerce will benefit through this qualification as it will assure commonality of practice between public and private sector financial management practices.

Social and economic transformation is a core responsibility of local government. Through increasing the financial management capacity of government office bearers and employees the social and economic programmes of government will be implemented effectively, efficiently and economically.

The qualification serves to provide the opportunity for new and existing public sector employees to gain financial management competencies. In this light it serves to allow access to management positions for groupings previously excluded from such positions. Through providing financial management competencies South Africa's democracy can be strengthened, through strengthening the ability of local government to deliver. Delivery of services, and most importantly of basic services will contribute to the social and economic development of the country. As individuals competencies improve, the quality as well as the effectiveness and efficiency of local government will improve. Managers with competencies in financial management will assure that all processes of budgeting, financial management, internal control, auditing and reporting meet the conditions of relevant legislation and in this way are accountable to the public.

#### Rationale:

The qualification is aimed at senior managers and future senior managers in local government. The typical learner will be an employee in local government,



wishing to gain the competence to fulfil the requirements of his/her current job obligations or a municipal employee wishing to gain a qualification so as to advance his/her career opportunities. In addition persons seeking future employment in the local government sector may choose to complete the qualification. Persons employed in non-profit organisations and non-governmental organisations as well as private sector agencies which interface with local government would benefit from the qualification.

Qualifying learners may operate at the level of executive mayor, executive councillors, councillors, municipal manager; chief financial officer; department managers; strategic managers and managers of municipal entities.

Office bearers and employees at local government level are responsible for managing the provision of services to the community. The Constitution of the RSA (Act 108 of 1996) section 27 (1) states that all South Africans have the right to access health care services; sufficient food and water and social security. Section 27(2) requires the state to take reasonable measures within its available resources to provide these basic human rights. The state is also responsible for providing education for the community and managing all of the country's resources. The constitution therefore allows the community to demand that services are met and that government office bearers and managers have the skills to take reasonable measures in providing services.

Based on the parameters created by the Constitution a range of legislation has been promulgated to legislate the manner in which local government will manage public funds. The learning outcomes contained in this qualification are based on the competencies required to contribute to the decision-making and management of public funds. The learning outcomes are combined in 3 broad areas of competence;-  
Strategic planning and budget related competencies;  
Financial management competencies and  
Internal control, auditing and reporting competencies.

The qualification aims to provide opportunities for applied competencies in these three areas and provides a basis for further qualifications in both public sector and private sector financial management qualifications at higher levels on the NQF.

Learners will build on their existing competencies in financial management and will learn how to manage within the many challenges facing the public sector. They will learn how to apply basic budgeting, financial management, internal control, auditing and reporting competencies in a public sector setting. These competencies will assist the learner in their role in public sector finance and will also provide competencies which are transferable to the private sector.

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## Strategic Management Budget Implementation & Performance Management

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- 116341** Conduct performance management to a South African Municipal Environment  
NQF Level 06 | Credits 12
- 116358** Contribute to the strategic planning process in a South African Municipality  
NQF Level 06 | Credits 15
- 116363** Prepare and analyse Municipal Financial Reports  
NQF Level 06 | Credits 12
- 116345** Apply the principles of budgeting within a Municipality  
NQF Level 05 | Credits 15
- 116342** Apply approaches to managing Municipal Income and Expenditure within a multi-year framework  
NQF Level 06 | Credits 15
- 116364** Plan a Municipal Budgeting and Reporting cycle  
NQF Level 06 | Credits 08

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## Municipal Accounting and Risk Management

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- 116346** Apply techniques and South African statutes to cash and investment management in a Municipal Environment  
NQF Level 06 | Credits 10
- 116357** Design internal control and internal control evaluation framework  
NQF Level 06 | Credits 08
- 116362** Manage a Municipality's assets and liabilities  
NQF Level 06 | Credits 11
- 116339** Apply risk management in South African Municipalities  
NQF Level 06 | Credits 10
- 116351** Conduct auditing planning and implementation in a South African Municipality  
NQF Level 05 | Credits 12

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## Governance and Legislation

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- 116343** Apply the principles of ethics in municipal environment  
NQF Level 06 | Credits 10
- 116348** Conduct stakeholder consultation around Municipal Finance Programmes  
NQF Level 06 | Credits 08
- 116344** Apply the Inter-governmental Fiscal Relations Act to Municipal Financial Management  
NQF Level 06 | Credits 10
- 116361** Interpret South African Legislation and policy affecting Municipal Financial Management  
NQF Level 06 | Credits 08

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## Cost and Capital Planning

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- 116340** Apply costing principles to Municipal operational and service-based costing  
NQF Level 06 | Credits 11
- 116347** Contribute to capital planning and financing  
NQF Level 06 | Credits 15

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## Municipal IT Support & Project Management

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- 116360** Manage information technology resources in a Municipal Finance Environment  
NQF Level 06 | Credits 08

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## Supply Chain Management & Public Private Partnership

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- 116353** Participate in the design and implementation of Municipal Supply Chain Management  
NQF Level 06 | Credits 12

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## Supplementary Unit Standards

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- 337063** Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context  
NQF Level 05 | Credits 05
- 337059** Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context  
NQF Level 06 | Credits 15



**SABPP™**  
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Setting HR standards



mictseta

Metals, Engineering and Developmental Technology  
Sector Education & Training Authority

Accelerating quality skills towards an innovative, knowledge society



labour

Department  
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REPUBLIC OF SOUTH AFRICA



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