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02 What is MFMA Learning?

MFMA (Municipal Finance Management Act), interactive, multimedia learning.

Designed to benefit municipal councillors and officials, this fully computerised, interactive learning programme can be undertaken in a classroom environment or individually at a pace or convenience to suit the learner.

The learning programme was developed in response to numerous requests to assist in raising awareness and a broader knowledge of the MFMA. As such it covers key concepts and principles in selected areas of the MFMA. And, it therefore does not cover all aspects of the Act or go into depth on technical application.

Multimedia such as video, animation and text is used to convey concepts and principles. Interactivity is used in the navigation through the course material and especially during assessment where multiple choice and click and drag type questions are used.

At the end of each section within a module, the learner will be assessed on certain aspects of the information covered. Interactivity is used to represent the learning screens on the questions answered incorrectly and the questions asked again until all are answered correctly. This methodology ensures that learners acquire the necessary knowledge and understanding pertaining to that particular section.

On completion of each module the learner will receive a certificate which may contribute to satisfying requirements for competency levels prescribed under the MFMA and accredited courses in municipal finance management.

The learning programme is distributed on DVD and is downloaded to each computer where learning will take place. There is no charge for this learning programme but each installation is subject to the acceptance of the licensing agreement. The programme has been designed so that each municipality or other organisation can easily roll it out without any assistance. However, support mechanisms are provided including these comprehensive on-line guidelines and the on-line Learner Management System (LMS).

03 How much will it cost to undertake the learning?

National Treasury has made this learning programme available free of charge to municipalities and other parties interested in municipal financial management provided they accept the licensing agreement during installation. Furthermore, all learners must register on the centralised Learner Management System maintained by National Treasury.

Municipalities and other organisations wishing to roll out the training will need to meet certain system requirements which could have cost implications. For example, there may be costs involved in upgrading computers to be able to run the learning software. Upgrading of computers would have significantly wider benefits beyond the ability to run this learning programme.

04 What are the topics covered?

The modules currently available are shown in the table below

	Module	Short Description
1	Introduction to MFMA	Introduction to the MFMA covering the vision and underlying principles and reforms embodied in the legislation.
2	Organisational Reforms & Responsibilities	How to put financial governance into practice, organisational structures for accountability and council oversight.
3	Budget Process	The annual budget process including the roles and responsibilities of officials and councillors, each step in the process, critical timelines and linking the budget to the integrated development plan.
4	Service Delivery & Budget Implementation Plan	Content of the SDBIP and methodology for preparation to ensure service delivery is linked to the annual budget.
5	Supply Chain Management	Implementing the four elements of supply chain management – demand, acquisition, logistics and disposal.
6	Annual Reporting	How to structure the annual report, critical time frames and the oversight role of council.

Note:

Modules 1 & 2 are compulsory and must be done in sequence. National Treasury recommends that all 6 modules are completed in sequence for a comprehensive understanding of the material.

05 How does MFMA Learning link to accredited courses and competency levels?

Undertaking these modules will prepare learners in understanding the concepts covered in accredited post graduate courses in municipal finance management. Certificates awarded after completion of these modules may form part of a portfolio of evidence prepared by a learner studying towards the National Qualifications Framework (NQF) level 6 Municipal Finance Management Certificate.

Education and training providers may also utilise this learning programme as supplementary material to their accredited courses. See the section of this guide on “How can education & training providers access the MFMA Learning programme?”

Completion of the MFMA Learning programme will also contribute to the ability of officials to satisfy competency requirements prescribed under the MFMA. Moreover, the learning will contribute to councillor’s understanding of their role in terms of financial oversight.

06 Who should undertake MFMA Learning?

NOTE: MFMA learning concentrates on key principles and concepts. No previous knowledge or experience is required although a good knowledge of the English language is essential. Learners are not required to have an accounting or finance background.

The primary audience for this learning programme is municipal councillors and officials with a key role to play in municipal finance management. The programme has therefore been designed to be delivered to a wide audience. Those with good experience and knowledge of the MFMA will find this useful revision and may even gain a better understanding of the broader reform principles. Municipalities would do well to include this as part of an induction package for new officials and councillors with key roles in financial management.

Mayors, municipal managers and chief financial officers must have an excellent grasp of the concepts and principles covered in this programme. Other councillors and senior managers will also find these modules useful to review how the MFMA impacts on their roles and responsibilities. It also goes without saying that all municipal finance officials should have a strong understanding of the concepts and principles covered in these modules. Likewise, board members and officials of municipal entities will also need a sound understanding of this material as they must operate within the financial management framework provided by the MFMA. Finally, officials in other spheres of government providing support to municipalities will also benefit from undertaking the modules.

The primary target group is:

Municipalities

- The mayor
- Councillors in the mayoral and finance committees
- Councillors dealing with IDP and budget processes
- Councillors dealing with financial and non-financial reporting including performance management systems, monthly financial reporting, reporting against the service delivery and budget implementation plan (SDBIP), annual financial statements, annual report and oversight report.
- The municipal manager (accounting officer under the MFMA)
- The chief financial officer
- All senior managers reporting to the municipal manager
- Officials dealing with the IDP and budget processes
- Officials dealing with financial and non-financial reporting including: performance management systems, monthly financial reporting, reporting against the service delivery and budget implementation plan (SDBIP), annual financial statements, annual report and oversight report.
- Officials dealing with supply chain management
- Financial management interns and
- Other councillors and officials interested in municipal finance management

Secondary target groups include:

Municipal Entities

- As for municipalities except replace “councillor” with “board member” and “municipal manager” with “chief executive officer”

Other

- Officials in government departments and other organisations providing support to local government with regard to implementation of the MFMA
- Students of various accredited courses as appropriate
- Any other person with an interest in municipal finance management

07 How does learning take place and how long does it take to complete?

Summary of how learning takes place

- Software is contained on a DVD which must be installed on the computer where learning will take place.
- Coordinators are usually responsible for a number of learners. They would oversee: installation of the software; registration of the learner; development of training plans; and monitoring progress of learners.
- Many learners who pre registered will have their profiles already residing on the DVD and these will be installed to each computer during installation. In these cases, the software will already recognise the learner's user ID and password.
- For learners where their profile was not present on the DVD. First the learner must register on the web site; download their profile from the web site; and import their profile to the computer where learning will take place.
- Each learner logs in using their user ID and password provided when they register.
- Each module comprises of a number of sections.
- Each section comprises a number of lessons followed by assessment questions for the whole section after all lessons are completed.
- Questions answered incorrectly will prompt a further review of the relevant material followed by those questions being re asked until answered correctly.
- Once the questions for a section are answered correctly the learner progresses to the next section.
- Once all sections in a module are completed the learner progresses to the next module.
- Learners (or coordinators on the learner's behalf) upload their profile to the web site to log their progress and receive certificates for completed modules.
- Coordinators use the web site to monitor progress of their allocated learners.

Further explanation of how learning takes place

The recommended approach is for each municipality or other organisation to appoint a coordinator to provide support and oversee learning. The learning programme may be undertaken at the learners own pace at their workstation or even away from the office. It may also be undertaken in a classroom or training centre environment with a facilitator to assist learners where necessary.

How the learner undertakes the programme depends entirely on the experience and knowledge of the learner. For example, a CFO with considerable experience and knowledge of the MFMA will be able to complete this programme in their own time without assistance. On the other hand, a councillor new to local government finance may benefit from undertaking the learning in a training centre environment with an experienced facilitator on hand to provide assistance. In this latter case, an experienced facilitator may be able to be sourced from one of the municipal champions of MFMA implementation who has already completed the modules and has a strong understanding of the content.

The MFMA Learning programme is split into modules. Each module comprises of a number of sections. Each section comprises of a number of lessons followed by a series

of assessment questions. After completing all lessons in a section the learner completes the assessment questions. After completing all of the assessment questions for a section correctly, the learner progresses to the next section. After completing all sections in a module the learner progresses to the next module.

Incorrect answers to questions lead to the relevant material being represented and questions being re asked until all are answered correctly. As all learners must eventually answer all questions correctly, there is a high likelihood of learners gaining a good understanding of the key concepts.

National Treasury recommends that learners where possible complete a module in a single sitting with several short breaks. However, it is possible to spread a module over a few days and the recommended maximum time to complete a single module is one week. This ensures that the learner remains focussed on the relevant issues and takes advantage of the progressive knowledge building encompassed in each module.

The MFMA Learning software tracks a learner's progress at the section level. If they log off and log on again later their profile will remember the sections that have been completed and they may begin the next section. It is therefore important for the learner to complete whole sections in a session before logging off. If a learner wishes to continue from another computer with the software installed, they must export their profile and copy the file received as well as their registration profile to another computer.

Guidance on time to complete each module

Guidance on approximate times that may be required for undertaking each module is provided below on a separate page for each module. These are estimates only and each coordinator may need to adjust depending on the level of knowledge and experience of the learners.

Note that when a learner first undertakes a module, the speed they can work through the module is partly controlled by the software. They can only advance learning screens once all items on a screen have been covered and the audio track has finished. However, once a learner has successfully completed a module they can return to that module and browse. Browsing allows the learner to navigate directly to a particular lesson and fast forward through screens. See the section "How does the learner access the learning material for future reference?"

MODULE 1 – Introduction to MFMA - (3 to 5 Hours)

Learners with extensive experience and knowledge of the MFMA will be able to undertake this module at their own pace at their workstation or away from the office. They should complete the module within 3 hours allowing for several short breaks.

For other learners requiring a facilitated training centre or classroom environment it is recommended that the learning be separated into 4 sessions of an hour each with short breaks in between totalling 4 hours of learning plus breaks. The following times are recommended for each section.

- Section 1 (1 hr)
- Sections 2, 3, 4 & 5 (1 Hr)
- Sections 6 & 7 (1 Hr)
- Sections 8 & 9 (30 minutes) + Additional time for catch up (30 minutes)

Where it is determined that certain groups of learners may need additional time, consider adding an additional hour overall or 15 minutes to each of the sessions for a total of 5 hours plus breaks.

The following is an estimate of the percentage complete after each section. This is an estimate only and may provide coordinators and learners with a broad guide as to how much of the module they have completed at each stage.

Section	% Section of total	% Cumulative after completing section
Section 1	26%	26%
Section 2	3%	29%
Section 3	6%	35%
Section 4	6%	42%
Section 5	13%	55%
Section 6	19%	74%
Section 7	10%	84%
Section 8	13%	97%
Section 9	3%	100%

MODULE 2 – Organisational reforms and responsibilities – (2 to 3 Hours)

Learners with extensive experience and knowledge of the MFMA will be able to undertake this module at their own pace at their workstation or away from the office. They should complete the module well within 2 hours allowing for one short break.

For other learners requiring a facilitated training centre or classroom environment it is recommended that the learning be separated into 2 sessions of an hour and a half each with a break in between totalling 3 hours of learning plus break. The following times are recommended for each section.

- Section 1 (1 hr & 30 minutes)
- Sections 2, 3 & 4 (1 hr & 30 minutes)

This should be ample time for all levels of learners.

The following is an estimate of the percentage complete after each section. This is an estimate only and may provide coordinators and learners with a broad guide as to how much of the module they have completed at each stage.

	%	%
Section	Section of total	Cumulative after completing section
Section 1	50%	50%
Section 2	20%	70%
Section 3	20%	90%
Section 4	10%	100%

MODULE 3 – Budget process (2 – 3 hours)

Learners with extensive experience and knowledge of the MFMA will be able to undertake this module at their own pace at their workstation or away from the office. They should complete the module well within 2 hours allowing for one short break.

For other learners requiring a facilitated training centre or classroom environment it is recommended that the learning be separated into 2 sessions of an hour and a half each with a break in between totalling 3 hours of learning plus break. The following times are recommended for each section.

- Sections 1, 2 & 3 (1 hr & 30 minutes)
- Sections 4, 5, 6, 7, 8, 9 (1 hr & 30 minutes)

This should be ample time for all levels of learners.

The following is an estimate of the percentage complete after each section. This is an estimate only and may provide coordinators and learners with a broad guide as to how much of the module they have completed at each stage.

Section	% Section of total	% Cumulative after completing section
Section 1	20%	20%
Section 2	15%	35%
Section 3	15%	50%
Section 4	10%	60%
Section 5	6%	66%
Section 6	10%	76%
Section 7	3%	79%
Section 8	18%	97%
Section 9	3%	100%

MODULE 4 – Service delivery and budget implementation plan – (1 to 2 Hours)

Learners with extensive experience and knowledge of the MFMA will be able to undertake this module at their own pace at their workstation or away from the office. They should complete the module in just over an hour allowing for one short break.

For other learners requiring a facilitated training centre or classroom environment it is recommended that the learning be separated into 2 sessions of an hour each with a break in between totalling 2 hours of learning plus break. The following times are recommended for groups of sections.

- Sections 1, 2 & 3 (1 hr)
- Sections 4, 5, 6, 7 (1 hr)

This should be ample time for all levels of learners.

The following is an estimate of the percentage complete after each section. This is an estimate only and may provide coordinators and learners with a broad guide as to how much of the module they have completed at each stage.

Section	% Section of total	% Cumulative after completing section
Section 1	37%	37%
Section 2	12%	49%
Section 3	6%	55%
Section 4	15%	70%
Section 5	3%	73%
Section 6	4%	78%
Section 7	22%	100%

MODULE 5 - Supply Chain Management – (3 to 5 hours)

Learners with extensive experience and knowledge of the MFMA Supply Chain Management provisions will be able to undertake this module at their own pace at their workstation or away from the office. They should complete the module in around 3 hours allowing for several short breaks.

For other learners requiring a facilitated training centre or classroom environment it is recommended that the learning be separated into 4 sessions of an hour each with short breaks in between totalling 4 hours of learning plus breaks. The following times are recommended for each section.

- Section 1 (1 hr)
- Section 2 & start 3 (1 hr)
- Section 3 (1 Hr)
- Section 3 continued and 4, 5 & 6 (1 hr)

Where it is determined that certain groups of learners may need additional time consider adding an additional hour overall or 15 minutes to each of the sessions for a total of 5 hours plus breaks.

The following is an estimate of the percentage complete after each section. This is an estimate only and may provide coordinators and learners with a broad guide as to how much of the module they have completed at each stage.

	%	%
Section	Section of total	Cumulative after completing section
Section 1	22%	22%
Section 2	16%	38%
Section 3	49%	87%
Section 4	5%	93%
Section 5	4%	97%
Section 6	3%	100%

Note that section 3 is very long and will take a learner at least 1 hr and 30 minutes to complete. There are around 40 questions in the assessment on section 3. However, many of these are straight forward. Sections 4, 5 and 6 are very short.

Note that this is considered one of the more difficult modules to complete and for groups of less experienced learners special consideration should be given to the level of assistance provided by way of an experienced facilitator who is very familiar with the content.

MODULE 6 – Annual Reporting – (2 to 2.5 Hours)

Learners with extensive experience and knowledge of the MFMA will be able to undertake this module at their own pace at their workstation or away from the office. They should complete the module well within 2 hours allowing for one short break.

For other learners requiring a facilitated training centre or classroom environment it is recommended that the learning be separated into 2 sessions of an hour and 15 minutes each with a break in between totalling 2.5 hours of learning plus break. The following times are recommended for each section.

- Section 1, 2, 3, 4 & 5 (1hr 15 minutes)
- Sections 6, 7, 8, 9 & 10 (1hr 15 minutes)

This should be ample time for all levels of learners.

The following is an estimate of the percentage complete after each section. This is an estimate only and may provide coordinators and learners with a broad guide as to how much of the module they have completed at each stage.

Section	% Section of total	% Cumulative after completing section
Section 1	10%	10%
Section 2	7%	17%
Section 3	10%	27%
Section 4	3%	30%
Section 5	15%	45%
Section 6	10%	55%
Section 7	20%	75%
Section 8	3%	78%
Section 9	20%	98%
Section 10	2%	100%

08 How does the learner access the learning material for future reference?

The MFMA Learning programme has been designed so that after completion it may be retained as a useful reference tool.

Where learners wish to retain the learning material for future reference they will need to keep the MFMA Learning software on their hard drive. This requires approximately 2GB of memory.

Once a learner has successfully completed a module they can return to that module and browse. Browsing allows the learner to navigate directly to a particular lesson and fast forward through learning screens. The software allows for this based on each individuals profile and hence allows individual browse access by user ID and password.

Learners should also refer to the National Treasury web site at www.treasury.gov.za/mfma for the latest information on municipal finance management.

09 How is the software installed?

The MFMA Learning software is contained on a DVD.

Installation is fully automated provided the minimum system requirements are met. See the section in these notes “What computer specifications are required?”

NOTE:

1. Before installing take careful note of the minimum computer specifications and compare them to the specifications of the computer where the software will be installed.
2. The MFMA Learning software is installed in the directory C:\NT. Your C: drive must have 2 GB of free space to accommodate the software. Many computers have partitioned hard drives. For example 10GB on C: and 30GB on D: In this case you can move back up files and other non programme or system files to D: to free up space on C: or you may need to back up everything and reconfigure the partitioning to allow more space on the C: drive. Specialised IT personnel should do this.
3. For this installation you will need administrator rights to install software and administer ODBC database sources on each client PC where the software will be installed.
4. Ensure you install all components on the installation screen. 3 components under the main installation heading and 3 components under Additional Required software

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Please ensure you have read the [Installation Guide and System Requirements](#) before you proceed with the installation.

[Installation Guide and System Requirements](#)

Main installation of MFMA Learning Content and Software

1. Install Database
2. Create Database Connection
3. Install Modules

Additional required software

1. Install Acrobat Reader
2. Install Windows Media player
3. Microsoft Access Driver

Access Core Material

Move your mouse over each item to view more.

Completed In Progress Not Yet Completed

Quit

Via DVD ROM drive connected to the computer (internal or external)

Ensure each computer meets the minimum specifications. If a PC has a DVD ROM drive or an external drive can be connected, the installation process is straight forward. Insert the DVD. It will launch automatically. See “Installation Guide and System Requirements” contained on the installation page which appears when first loading the DVD. Install each component. Once complete, a shortcut will appear on the desk top. Click on the short cut to start the MFMA learning programme.

Via network server

Ensure the server and each client PC meet the minimum specifications (see note above).

Copy the contents of the DVD onto the server hard drive (Do not run from the server DVD drive).

At each client PC, go to the directory on the network server where the contents of the DVD have been copied. Click on launch.exe. Depending on the network speed allow 10 to 20 minutes after clicking on Module Installation. Do not click on Module Installation again as this will launch a second installation.

It is possible to install to several clients simultaneously. However, the installation time is likely to be much greater.

What if DVD drives are not available and there is no network server?

The best solution here is to acquire an external DVD ROM drive which will connect to the PC via USB cable. These are inexpensive and one can be used to install on multiple PCs.

What if PCs do not meet the minimum requirements?

This may be common for lower capacity municipalities. Where this does happen, the municipality may have a few PCs that meet specification and may need to allow learners rotational access to these. The municipality may purchase higher specification computers. Or assistance could be sought from neighbouring municipalities, district municipalities or the provincial treasury. All municipalities are encouraged to collaborate where possible.

Upgrading the specifications of computers will have significantly wider benefits beyond the ability to run the MFMA Learning software.

If log on to MFMA Learning programme is unsuccessful:

1. Ensure all components were installed (see above)
2. Refer to instructions in the section “How do learners register for the MFMA Learning programme?”

10 What computer specifications are required?

This is the minimum system requirements for each desk top computer or notebook where learning will take place. In some cases and especially for people with key roles in implementing the MFMA this software may continue to reside on their own computer after the learning has been completed. A browse function will allow the learner to revisit any part of the completed learning modules at any time and hence provides a valuable resource for future reference.

Installation:

For this installation you will need administrator rights to install software and administer ODBC database sources.

Via DVD ROM drive: Internal or external DVD drive connected to each computer

Via network: Install to network server and download or copy to each computer

Learning:

Processor Speed:	Pentium IV 1300 MHz (2000 MHz recommended)
RAM:	256 MB (512 MB recommended)
Visual Memory:	64 MB RAM
Hard Drive:	10 GB (2 GB required for installed software)
Audio:	Audio required. Speakers or earphones required.
Windows Media Player:	Included on installation DVD
Adobe Acrobat Reader:	Included on installation DVD
Microsoft Access Driver:	Included on installation DVD

If the programme runs but the audio track appears to be sped up:

Try loading the latest driver for your sound device. This will probably require assistance from an IT support technician.

11 What learner literacy levels are required?

Learners must be familiar with and able to operate in a Microsoft Windows environment. English language skills are essential and will contribute significantly to the ability of the learner to successfully complete the modules. Learning screens comprise of video, photographs, animation and text accompanied by an audio track.

For learners needing some assistance, National Treasury recommends utilising a training centre or classroom environment. Each learner will have access to their own computer to enable them to individually work through the learning modules. A facilitator will be present to assist where necessary. This facilitator should have a good knowledge of the MFMA (having already completed the relevant module) and possess appropriate language skills.

12 What support mechanisms are in place for the learner?

The MFMA Learning programme has been designed such that many municipalities will be able to roll it out easily on their own without any assistance.

Each municipality or other organisation is ultimately responsible for rolling out the learning within their organisation. This involves appointing coordinators to oversee: installation of the software; registration of the learner; development of training plans; and monitoring progress of learners.

Comprehensive on-line guidelines (these guidelines) have been provided to assist coordinators and learners.

Provincial treasuries will coordinate monitoring and support in the province and any other parties wishing to provide assistance will work through them. National Treasury will provide overall coordination and support.

MFMTAP advisors will provide assistance in the municipalities where they are placed and possibly neighbouring municipalities if resources permit.

High capacity municipalities are strongly encouraged to provide assistance to neighbouring municipalities. It is assumed that these municipalities have adequate resources to implement the MFMA Learning programme and will not require assistance. Moreover, all municipalities are encouraged to collaborate wherever possible.

National Treasury recommends a mix of learning methods depending on the experience and knowledge of the learner and has provided useful guidance in these notes under "How does learning take place and how long does it take to complete?" Coordinators should take note of this guidance when preparing training plans.

13 How do learners register for the MFMA Learning programme?

Learners must be registered on the central Learner Management System before they will be granted access to the learning programme.

If pre registered, the encrypted learner registration profile will be contained on the DVD and installed to the computer during the installation process. A pre registered learner can access the learning simply by clicking on the short cut on the desktop to start the MFMA Learning programme and logging on with their user ID and password.

If a learner's profile was not pre loaded on the DVD, they must register on the web site; download their registration profile from the web site; and import this file to the computer where learning will take place. Follow the steps below.

If log on to MFMA Learning programme is unsuccessful:

1. Ensure the installation was completed. Each item on the installation screen must be run. 3 items under the Main Installation heading and 3 items under Additional Required Software. Refer to the section "How is the software installed?"
2. If after step 1 you are still having difficulty go to www.treasury.gov.za/mfma. Click on the "MFMA Learning" icon in the left margin. If you have not already registered click on Learner Registration, complete the form and click "Submit". Take note of your ID and password.
3. Once registered or if you have previously registered, click "Learner Login" and login using your ID and password. Click "Download registration profile". This will create a text file which you must place in the directory C:\NT on the computer where you will be undertaking the learning.
4. Open MFMA Learning using the shortcut on the desk top. Click "New Learner". An instruction screen will appear and you will have completed all steps and must now click the button at the bottom of the page "Activate Learner Profile". You will now be able to log in with your ID and password.
5. If you still experience a problem, please contact your coordinator
6. Where problems still persist, the coordinator should contact the MFMA Learning administrator at mfmalearning@treasury.gov.za

14 How do learners continue learning from a different computer?

Learners may need to continue learning from a different computer and this has been allowed for. Each computer needs to have the MFMA Learning software installed and your registration profile. In order for a computer to recognise your prior work it also needs your learner profile exported from the computer you were previously working on. Follow the steps below.

1. Install MFMA Learning on the computer where you will be continuing your learning. Do this first to be sure that the installation will actually be successful.
2. Log-in to MFMA Learning on the computer you are currently learning on using your ID and password.
3. On the main menu select "My profile"
4. Select "Export my profile to upload it to another computer"
5. Click on "Export profile"
6. Copy the file produced "ldnumberMyProfile.cdd" to the computer where you will be continuing your learning on the directory C:/NT.
7. Copy your registration profile "learner.txt" from the directory C:/NT on the computer you are currently working on into the computer you will be continuing on. Also to the directory C:/NT.
8. Open the MFMA Learning software on the computer you will be continuing on and click on "New Learner"
9. Click on "Activate Learner Profile"
10. Log-in using your ID and password.
11. On the main menu select "My profile"
12. Select "Import my profile from another computer"
13. Click on "Import my profile"
14. Continue with your learning process.

Note:

1. To copy files in points 6 and 7 from one computer the next you can use a removable disk or even email the files. It is important to note that both files must be copied.
2. To keep things simple it is recommended that wherever possible learners do all of the learning on the same computer.

15 How do learners track progress and receive completion certificates?

The central Learner management System (or LMS) is located on the National Treasury web site at www.treasury.gov.za/mfma click on the icon in the left margin “MFMA Learning”.

Use the link “Learner Registration” to access the registration form.

Once registered, learners will use the link “Learner Login” to access the LMS. From here, learners can

- Review and edit registration details
- Download registration profile
- Upload results
- Check status
- Obtain certificates of completion
- Contact the MFMA Learning administrator

16 How do coordinators track progress?

Each municipality will have at least one coordinator. Each provincial treasury will also have a coordinator responsible for monitoring and coordinating support in the province. Coordinators may also be allocated to other organisations such as tertiary institutions offering accredited courses in the NQF level 6 certificate in Municipal Financial Management.

Coordinators will have access to progress reports for the learners they are responsible for. This will be controlled through secure password verification. The National Treasury MFMA Learning administrator will control access and passwords for coordinators.

Coordinators may also need to perform some tasks on behalf of learners. For example, if the learner does not have access to the web site, the coordinator will need to arrange for that access or perform certain tasks such as obtaining completion certificates.

The central Learner Management System (or LMS) is located on the National Treasury web site at www.treasury.gov.za/mfma click on the icon in the left margin "MFMA Learning".

Click on "Coordinator Login" and select reports as necessary. Report design has intentionally been kept basic and only limited reports are available. Coordinators are free to copy the report content to Excel and sort and manipulate the data further.

17 How can education & training providers access the MFMA Learning programme?

National Treasury will make these modules available to education and training providers free of charge to use as additional reading material to supplement accredited courses. This refers in particular (but not only to) National Qualifications Framework (NQF) level 6 certificate courses on municipal finance management.

Once an education and training provider produces an accredited course they may apply to National Treasury for permission to use these modules as supplementary learning material. Once agreed to by National Treasury, the software will be issued free of charge to the education and training provider to be used under license and each learner will be registered on the central Learner Management System at the National Treasury. In such cases National Treasury will issue express written permission as per the licensing terms that must be agreed to when installing the software.

Please submit expressions of interest to access these modules, complete with details on potential accredited courses to be offered or actual courses already offered to mfmalearning@treasury.gov.za

Note that the National Treasury has a strict policy on the use of its training materials. Running courses for a fee based solely or largely on material developed by the National Treasury is not permitted. In this instance the National Treasury supports the use of its material only as supplementary material to accredited courses by express written permission. Where such permission is granted, the National Treasury will provide access to the MFMA Learning programme free of charge.