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

Summary of how learning takes place

- o Software is contained on a DVD which must be installed on the computer where learning will take place.
- o 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.
- o 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.
- o 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.
- o Each learner logs in using their user ID and password provided when they register.
- o Each module comprises of a number of sections.
- o Each section comprises a number of lessons followed by assessment questions for the whole section after all lessons are completed.
- o Questions answered incorrectly will prompt a further review of the relevant material followed by those questions being re asked until answered correctly.
- o Once the questions for a section are answered correctly the learner progresses to the next section.
- o Once all sections in a module are completed the learner progresses to the next module.
- o 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.
- o 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%