



Interactive Multimedia Learning

We are pleased to announce the upcoming release of an interactive multimedia learning programme on municipal finance management.

The programme will take the learner through six individual modules that cover the fundamental principals of municipal finance management as per the modules listed below. Designed to benefit councillors and officials this fully computerised, interactive training programme can be undertaken in a classroom environment or individually at a pace and convenience to suit the learner.

This interactive learning has been developed in response to numerous requests to assist in raising awareness and for practical training on the MFMA and will be distributed free of charge to municipalities in September 2006.

Six learning modules

The six learning modules are designed to promote awareness and a broader knowledge of the MFMA. They use multimedia and interactivity to cover key concepts and principles contained in documents published by National Treasury. Learners are self assessed by way of multiple choice style questions and interactivity is used to revisit content until all questions are answered correctly. The 6 modules are as follows:

Module	Short Description
1 Introduction to MFMA	Introduction to the MFMA covering the vision, 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	Contents 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.

What are the benefits for learners?

Undertaking these modules will prepare learners in understanding the concepts covered in accredited postgraduate courses in 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. It will also contribute to the ability of officials to satisfy competency requirements soon to be prescribed under the MFMA. Moreover, the learning will contribute to councillor's understanding of their role in terms of financial oversight.

Who should undertake these learning modules?

These modules are targeted at a wide audience. Councillors, municipal managers and chief financial officers will find these modules useful to revise concepts and principles in MFMA. Other senior managers will also find these modules useful to review how the MFMA impacts on their role and responsibilities. It also goes without saying that all municipal finance officials and any other official with responsibilities under the MFMA should have a good understanding of the concepts and principles covered in these modules.

How will the learning take place?

The recommended approach is for each municipality to appoint a coordinator to provide support and oversee learning in the municipality. The learning may be undertaken in a class room environment or at an individual's work station or even at home. This will depend on each municipality's approach and possibly the level of support required for different categories of learner. Provincial treasuries will assist and oversee roll out for delegated municipalities and provide additional support where required. Kindly contact your provincial treasury for more information.

What are the hardware and software requirements?

This is a fully computerised learning programme utilising the Microsoft Windows operating system. The PC or laptop used must have a CD ROM drive and sound. Earphones will be required in a classroom or open office environment and an email connection is desirable, but not essential. The learning modules will be delivered via CD and the software can then be downloaded to multiple computers or a network server.

What are the learner literacy requirements?

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.

Registration of learners

Each learner will need to be registered and allocated a unique user identification number before they can access the learning. A record will be maintained of all learners. Each municipality has been requested to appoint a coordinator to assist in electronic registration. Municipalities delegated to the province (in terms of the MFMA) should email their registration forms to the provincial treasury coordinator for MFMA implementation. Municipalities not delegated to provincial treasuries should email their registration forms directly to nompumelelo.radebe@treasury.gov.za

Kindly ensure the instructions on the registration form are followed exactly. Macros must be enabled and the form has instructions on how to do this. The form must also be saved using the "SAVE" button to enable upload to the Learner Management System.

Conclusion

Further information will be published to coincide with the release and distribution of the CDs containing the learning modules. In the mean time municipal coordinators are encouraged to arrange for pre-registration of learners and to institute mechanisms to enable the learning to take place once the CDs are received. For further information please contact nompumelelo.radebe@treasury.gov.za

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