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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY  
REGISTERED UNIT STANDARD:**

**Conduct performance management to a South African municipal environment**

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
116341	Conduct performance management to a South African municipal environment		
<b>SGB NAME</b>		<b>REGISTERING PROVIDER</b>	
SGB Public Administration and Management			
<b>FIELD</b>		<b>SUBFIELD</b>	
Field 03 - Business, Commerce and Management Studies		Public Administration	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	12
<b>REGISTRATION STATUS</b>	<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>	<b>SAQA DECISION NUMBER</b>
Registered	2004-10-13	2007-10-13	SAQA 0256/04

**PURPOSE OF THE UNIT STANDARD**

The purpose of this Unit Standard is to equip learners with the skills and knowledge to develop and apply the financial dimensions of performance management. This will enable learners to ensure performance management requirements are correctly catered for during policy decision-making and strategic decision-making processes.

This Unit Standard will equip practitioners involved in the implementation of these systems with the required knowledge and skills to perform their roles effectively.

This Unit Standard contributes to the field of Management by providing a Unit Standard that although designed for municipal government could be utilised in a range of organisations including the private sector.

**LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

It is assumed that the Learners are competent in:

- Communication at Level 4.
- Mathematical Literacy at Level 4.

**UNIT STANDARD RANGE**

- Performance management concepts include key performance indicators, performance measures, performance targets, outcomes, outputs.
- The relevant municipal legislation
- Municipal role-players include: the municipal council, mayor, municipal manager and senior managers.

## **UNIT STANDARD OUTCOME HEADER**

N/A

## **Specific Outcomes and Assessment Criteria:**

### **SPECIFIC OUTCOME 1**

Implement performance management systems and mechanisms in a South African municipality as required by the local government legislative framework.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

The role of the mayor, municipal council, municipal manager and senior managers are identified as required by legislation.

#### **ASSESSMENT CRITERION 2**

A municipal performance management system is developed as required by the local government legislative framework.

#### **ASSESSMENT CRITERION 3**

Community participation processes are planned as required by legislation, involving municipal performance management.

#### **ASSESSMENT CRITERION 4**

Performance reporting is conducted in terms of legislative requirements.

### **SPECIFIC OUTCOME 2**

Write and develop performance management concepts for the effective measurement of municipal strategic and financial performance.

### **ASSESSMENT CRITERIA**

#### **ASSESSMENT CRITERION 1**

Individual financial and non-financial performance management concepts are applied within a municipal performance management system.

#### **ASSESSMENT CRITERION 2**

Performance management concepts applicable to institutional financial and non-financial performance management are developed and applied within a municipal performance management system.

#### **ASSESSMENT CRITERION 3**

The relationship between outputs and outcomes are identified in terms of performance management terminology.

#### **ASSESSMENT CRITERION RANGE**

Different terms may be used for outputs and outcomes in planning methodologies. The learner should be able to recognise the concepts even if different terminology is used.

#### **ASSESSMENT CRITERION 4**

The appropriate measures of effectiveness, efficiency and economy are identified and applied in a municipal performance management system.

#### **SPECIFIC OUTCOME 3**

Develop and identify the critical areas of a performance management agreement to be used as a form of contract of employment for a municipal staff member.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

A performance agreement is developed based on all required legal processes.

##### **ASSESSMENT CRITERION 2**

Disciplinary processes are adapted to include performance agreements.

#### **SPECIFIC OUTCOME 4**

Identify and establish institutional arrangements required for performance management in a municipality.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

Technical systems are developed to incorporate institutional and individual performance management.

##### **ASSESSMENT CRITERION 2**

Cultural considerations for performance management are interpreted to allow for effective performance management.

##### **ASSESSMENT CRITERION 3**

The impact on organisational structures is forecast based on the requirements of a performance management system.

#### **SPECIFIC OUTCOME 5**

Apply performance management concepts to municipal service delivery.

#### **ASSESSMENT CRITERIA**

##### **ASSESSMENT CRITERION 1**

Key performance areas and indicators are developed for financial and non-financial purposes.

##### **ASSESSMENT CRITERION 2**

Performance targets developed for measuring financial and non-financial performance are applied in terms of municipal service delivery.

### **UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS**

- An individual wishing to be assessed (including through RPL) against this Unit Standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Anyone assessing a learner against this Unit Standard must be registered as an assessor with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Any institution offering learning that will enable achievement of this Unit Standard or assessing this Unit Standard must be accredited as a provider with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Moderation of assessment will be conducted by the relevant ETQA at its discretion.

### **UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE**

- Performance indicators
- The municipal service delivery environment.
- Performance monitoring and evaluation at a local government Level.

### **UNIT STANDARD DEVELOPMENTAL OUTCOME**

N/A

### **UNIT STANDARD LINKAGES**

N/A

## **Critical Cross-field Outcomes (CCFO):**

### **UNIT STANDARD CCFO IDENTIFYING**

Identify and solve problems using critical and creative thinking processes, e.g. by trying to find the best possible performance management options.

### **UNIT STANDARD CCFO WORKING**

Work effectively with others as a member of a team, group, organization or community, e.g. through communicating with others regarding performance issues and fostering team commitment to achieve a high Level of service excellence.

### **UNIT STANDARD CCFO ORGANISING**

Organise and manage oneself and one`s activities responsibly and effectively, e.g. through the attempting to attain performance excellence in one`s own areas of work.

### **UNIT STANDARD CCFO COLLECTING**

Collect, analyse, organise and critically evaluate information, e.g. through researching all possible performance management options and presenting conclusions.

### **UNIT STANDARD CCFO COMMUNICATING**

Communicate effectively using visual, mathematical and / or language skills in the modes of oral and/or written persuasion, e.g. through communicating a message of performance excellence.

### **UNIT STANDARD CCFO DEMONSTRATING**

Demonstrate an understanding of the world as a set of interrelated systems by recognising that problem-solving contexts do not exist in isolation, e.g. in keeping in mind that a top performing municipality can lead to benefits for the community and the country as a whole.

#### **UNIT STANDARD CCFO CONTRIBUTING**

Participating as responsible citizens in the life of local, national and global communities, e.g. acting as custodian of ethical behaviour and maintaining a high Level of commitment performance excellence.

#### **UNIT STANDARD ASSESSOR CRITERIA**

N/A

#### **UNIT STANDARD NOTES**

N/A

#### **QUALIFICATIONS UTILISING THIS UNIT STANDARD:**

	<b>ID</b>	<b>QUALIFICATION TITLE</b>	<b>LEVEL</b>	<b>STATUS</b>	<b>END DATE</b>
Elective	<a href="#">48965</a>	Certificate: Municipal Financial Management	Level 6	Registered	2007-10-13

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