

All qualifications and unit standards registered on the National Qualifications Framework are public property. Thus the only payment that can be made for them is for service and reproduction. It is illegal to sell this material for profit. If the material is reproduced or quoted, the South African Qualifications Authority (SAQA) should be acknowledged as the source.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REGISTERED UNIT STANDARD:

Apply techniques and South African statutes to cash and investment management in a municipal environment

SAQA US ID	UNIT STANDARD TITLE		
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment		
SGB NAME		REGISTERING PROVIDER	
SGB Public Administration and Management			
FIELD		SUBFIELD	
Field 03 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	10
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-10-13	2007-10-13	SAQA 0256/04

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for practitioners at local government that are involved in municipal policy decision-making and strategic planning. This unit standard contributes to the sub-field of financial management through offering a unit standard on cash, revenue and investment management designed specifically for municipal government but offering competencies applicable to a range of organisations including organisations in the private sector.

The qualifying learner is able to:

- Apply the requirements of South African municipal statutes related to cash management, investment management and revenue management.
- Ensure the effective and efficient management of local government funds through an understanding of the implications of the relevant legislation governing cash, investment and revenue management
- Assist in the overall process of social and economic development.

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

N/A

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Apply the legislative conditions governing cash and investment management.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The conditions governing municipal bank accounts are interpreted from relevant legislation.

ASSESSMENT CRITERION RANGE

The typical scope of this outcome includes the roles of municipal manager and chief finance officer. The scope includes primary and other bank accounts.

ASSESSMENT CRITERION 2

The legislative requirements governing investments in financial securities are interpreted from relevant legislation.

SPECIFIC OUTCOME 2

Comply with sound principles for cash and investment management.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The requirements for governing cash and investment management are identified in terms of relevant legislation and international practices.

ASSESSMENT CRITERION RANGE

The typical scope of this outcome includes the roles played by the Auditor-General, accounting officer and councillors.

ASSESSMENT CRITERION 2

Principles underpinning effective management of liquid resources are identified and applied to set up an effective cash management system for a municipality.

SPECIFIC OUTCOME 3

Implement the requirements of the legislation for contracts that have budgetary implications.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Requirements and processes to be followed when a municipality enters into contracts that impose financial obligations on the municipality beyond three years are complied with based on the regulatory framework.

ASSESSMENT CRITERION 2

Investment principles regarding acquisition and disposal are selected and applied based on sound business principles.

ASSESSMENT CRITERION RANGE

The typical scope of this unit standard includes the roles of the accounting officer and municipal council.

ASSESSMENT CRITERION 3

Modern financial management techniques are selected and used to manage the liquidity of a municipality.

SPECIFIC OUTCOME 4

Apply the legislative requirements and internationally recognised principles to credit control and debt collection.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Requirements of the legislation governing debt collection and credit control of municipalities are complied with in terms of the regulatory framework.

ASSESSMENT CRITERION RANGE

The typical scope of this unit standard includes optional measures, regulations and guidelines, roles and responsibilities.

ASSESSMENT CRITERION 2

Modern techniques of analysing debtor accounts are identified and applied to facilitate debt collection or reduce bad debts.

ASSESSMENT CRITERION 3

Sound credit control principles are selected and applied in municipal credit control and debt collection.

SPECIFIC OUTCOME 5

Apply the legislative requirements and treasury regulations on cash and investment responsibilities of municipal officials and mayors.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The requirements and treasury guidelines covering the responsibilities of municipal officials in cash and investment management are selected and applied in terms of the legislative framework.

ASSESSMENT CRITERION 2

Short-term opportunities for investing surplus liquid resources are identified and discussed in the context of treasury guidelines.

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

- Legislative provisions which elaborate on contracts having future budgetary implications;
- Asset, liability and revenue management responsibilities of municipal officials;
- The financial governance of municipal entities;
- Asset, liability and revenue management responsibilities of municipal entity officials;
- Expenditure management responsibilities of municipal officials.

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. example by trying to find the best possible investment 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 legislative issues and fostering team commitment amongst the public sector as well as private sector stakeholders.

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one`s activities responsibly and effectively, e.g. through the demonstration of ethical and moral principles in all investment management processes.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information, e.g. through researching all possible investment 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 advising and motivating others with regard to investment management options.

UNIT STANDARD CCFO SCIENCE

Use Science and technology effectively and critically, showing responsibility to the environment and health of others, e.g. use appropriate computer software for data capturing and document storage purposes.

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 investment management effects the financial well being of not only the municipality but 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 to providing effective investment and liability management policies and practices.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	LEVEL	STATUS	END DATE
Core	48965	Certificate: Municipal Financial Management	Level 6	Registered	2007-10-13
Elective	49554	National Diploma: Public Finance Management and Administration	Level 5	Registered	2008-06-15

All qualifications and unit standards registered on the National Qualifications Framework are public property. Thus the only payment that can be made for them is for service and reproduction. It is illegal to sell this material for profit. If the material is reproduced or quoted, the South African Qualifications Authority (SAQA) should be acknowledged as the source.