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

Apply cost management information systems in the preparation of management reports

SAQA US ID	UNIT STANDARD TITLE		
119341	Apply cost management information systems in the preparation of management reports		
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 5	15
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2005-06-15	2008-06-15	SAQA 0260/05

PURPOSE OF THE UNIT STANDARD

Learners working towards this standard will be working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to one`s job. This standard will also add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.

The qualifying learner is capable of:

- Identifying and applying different methods of accounting for costs in the public setting
- Compiling costing information of management control
- Preparing cost performance reports using variance analyses techniques
- Presenting relevant data to support non-routine short-term decisions

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners accessing this Unit Standard must be in possession of a Further Education and Training Certificate or equivalent qualification

UNIT STANDARD RANGE

N/A

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Identify and apply different methods of accounting for costs in the public setting.

OUTCOME RANGE

Different cost accounting methods include but are not limited to job-order, activity-based costing and service costing

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Different costing approaches are considered to measure the performance of different segments

ASSESSMENT CRITERION 2

A range of costing systems are used to account for costs incurred in the public sector

ASSESSMENT CRITERION 3

Appropriate cost centres and elements of costs are recognised and reported

ASSESSMENT CRITERION 4

Difficulties associated with categorisation of costs by behaviour in a public sector organisation are explained

SPECIFIC OUTCOME 2

Compile costing information for management control.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Relevant cost data is selected and presented to management to support a specific decision-making process

ASSESSMENT CRITERION 2

Cost information relating to income and expenditure is analysed and reported to support management functions

ASSESSMENT CRITERION 3

Variances in reports are identified where relevant

ASSESSMENT CRITERION 4

Knowledge of cost variability is applied to incremental analysis in decision-making problems

ASSESSMENT CRITERION 5

Elements of costing are identified and applied in the assessment of cost variability

ASSESSMENT CRITERION 6

Overhead costs associated with public service delivery are allocated, apportioned and absorbed to measure cost recovery levels

SPECIFIC OUTCOME 3

Prepare cost performance reports using variance analyses techniques.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

A range of costing systems and reports are considered for the compilation of management reports

ASSESSMENT CRITERION 2

Standard costs and related variance analyses are calculated to prepare reports needed to manage by exception

ASSESSMENT CRITERION 3

Reports are prepared so as to inform planning and control functions of management

ASSESSMENT CRITERION 4

Recommendations are made to assist in the identification of ways to reduce costs and enhance value

SPECIFIC OUTCOME 4

Present relevant data to support non-routine short-term decisions.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Cost revenue data is prepared to support short-term decisions

ASSESSMENT CRITERION 2

Sound economic principles are applied to inform the reports prepared to support non-routine decisions

ASSESSMENT CRITERION RANGE

Economic principles that apply to non-routine decisions include but are not limited to opportunity cost, marginal review, hidden costs, sunk costs

ASSESSMENT CRITERION 3

Specific recommendations that are made are explained in a clear and appropriate manner and substantiated with valid statistics/financial indicators

ASSESSMENT CRITERION 4

Qualitative factors affecting routine short-term decisions are identified

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

1. Any 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.

2. 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.
3. 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.
4. Moderation of assessment will be conducted by the relevant ETQA at its discretion.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

The learner must demonstrate an understanding of:

- Municipal Finance Management Act
- Public Finance Management Act
- A comprehensive understanding of legislation, rules and statutory requirements applicable to the public sector as it relates to asset management
- Costing techniques and principles
- Standard costing and budgetary control systems
- Variance analysis
- Value analysis
- Accounting principles and theory

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 to analyse and report on costs

UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team, group, organization or community to compile costing reports

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one`s activities responsibly and effectively in order to ensure that cost management is proactively undertaken and the reports are completed within given timeframes

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organize and critically evaluate information in order to determine variance analyses

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to compile cost management reports

UNIT STANDARD CCFO SCIENCE

Use science and technology effectively and critically, showing responsibility to the environment and health of others in ensuring that costing systems are effectively utilized and managed

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 in controlling costs and that various factors will impact on cost management

UNIT STANDARD CCFO CONTRIBUTING

Participating as responsible citizens in the life of local, national and global communities by preparing costing reports needed to manage by exception

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	LEVEL	STATUS	END DATE
Core	49554	National Diploma: Public Finance Management and Administration	Level 5	Registered	2008-06-15

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