NATIONAL DIPLOMA: LOCAL GOVERNMENT MANAGEMENT  
(provisional accredited)  
Qualification code: NDLM12 - NQF Level 6  

Campus where offered: Soshanguve South Campus  

Important notification to new applicants:  
Students who intend to enrol for this qualification for the first time in 2017 or thereafter, should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

REMARKS

a. Admission requirement(s) and selection criteria:

• FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

Admission requirement(s):
A Senior Certificate or an equivalent qualification with D symbols at the Higher Grade for English and three other subjects.

A Further Education and Training Certificate (FETC) on Level 4 may be considered an equivalent qualification for admission to the programme, provided that it is related to Public Administration. (See Chapter 1 of Students’ Rules and Regulations).

Recommended subject(s):
None.

Selection criteria:
Applicants who are employed on a full-time basis are selected according to the admission criteria.

The following selection criteria, based on Senior Certificate results, apply to all subjects except English in the case of applications for day classes (full-time studies):

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>HG</th>
<th>SG</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>B</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>D</td>
<td>5</td>
<td>3</td>
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<tr>
<td>E</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

English:
If symbol is lower than a D, apply as indicated above.
If symbol is a D or higher, apply as follows:

<table>
<thead>
<tr>
<th>HG</th>
<th>SG</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>&gt;20 Accepted</td>
<td></td>
</tr>
<tr>
<td>15 - 20 Must undergo a TUT potential assessment</td>
<td></td>
</tr>
<tr>
<td>&lt;15 Not accepted</td>
<td></td>
</tr>
</tbody>
</table>
FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:

Admission requirement(s):
A National Senior Certificate with a bachelor’s degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy.

Recommended subject(s):
Business Studies, Geography, History and any additional languages.

Selection criteria:
To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least 20.

Assessment procedures:
No further assessment will be done. Applicants who achieve the minimum APS will be considered until the programme complement is full.

b. Minimum duration:
Three years.

c. Presentation:
Day and evening classes. Evening classes will only be offered if there are sufficient students.

d. Intake for the qualification:
January only.

e. Exclusion and readmission:
See Chapter 2 of Students’ Rules and Regulations.

f. Recognition of Prior Learning (RPL), equivalence and status:
See Chapter 30 of Students’ Rules and Regulations.

g. Subject credits:
Subject credits are shown in brackets after each subject.

Key to asterisks:
* Information does not correspond to information on AA72.
(Deviations approved by the Senate in November 2011.)

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Curriculum

<table>
<thead>
<tr>
<th>CODE</th>
<th>SUBJECT</th>
<th>CREDIT</th>
<th>PREREQUISITE SUBJECT(S)</th>
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<tbody>
<tr>
<td>FIRST SEMESTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GPO11AT</td>
<td>Governance and Politics A</td>
<td>(0,085)</td>
<td></td>
</tr>
<tr>
<td>LDM10AT</td>
<td>Local Development Management IA</td>
<td>(0,083)</td>
<td></td>
</tr>
<tr>
<td>LGM12AT</td>
<td>Local Government Management IA</td>
<td>(0,083)</td>
<td></td>
</tr>
<tr>
<td>MHR10AT</td>
<td>Municipal Human Resource</td>
<td>(0,083)</td>
<td></td>
</tr>
<tr>
<td>MNI10AT</td>
<td>Municipal Finance Management IA</td>
<td>(0,083)</td>
<td></td>
</tr>
<tr>
<td>MUL11AT</td>
<td>Municipal Law IA</td>
<td>(0,083)</td>
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</tr>
<tr>
<td>TOTAL CREDITS FOR THE SEMESTER:</td>
<td></td>
<td>0,500</td>
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</tbody>
</table>

| SECOND SEMESTER |                                |        |                         |
| GPO11BT | Governance and Politics B        | (0,085)|                         |
### Prospectus 2018 - Faculty of Humanities

#### Local Development Management IB
- **LDM10BT**: Local Development Management IB (0.083)
- **LDM20AT**: Local Development Management IIA (0.083) - Local Development Management IA

#### Local Government Management IB
- **LGM12BT**: Local Government Management IB (0.083)
- **LGM21AT**: Local Government Management IIA (0.083) - Local Government Management IA

#### Municipal Human Resource Management IB
- **MHR10BT**: Municipal Human Resource Management IB (0.083)
- **MHR20AT**: Municipal Human Resource Management IIA (0.083) - Municipal Human Resource Management IA

#### Municipal Finance Management IB
- **MNI10BT**: Municipal Finance Management IB (0.083)
- **MNI20AT**: Municipal Finance Management IIA (0.083) - Municipal Finance Management IA

#### Municipal Law IB
- **MUL11BT**: Municipal Law IB (0.083)
- **MUL21AT**: Municipal Law IIA (0.083) - Municipal Law IA

**TOTAL CREDITS FOR THE SEMESTER:** 0.500

**TOTAL CREDITS FOR THE FIRST YEAR:** 1.000

### SECOND YEAR

#### FIRST SEMESTER

**CODE** | **SUBJECT** | **CREDIT** | **PREREQUISITE SUBJECT(S)**
--- | --- | --- | ---
**EUC11AT** | End-User Computing A | (0.085) | |
**LDM20AT** | Local Development Management IIA | (0.083) | Local Development Management IA
Local Development Management IB

**LGM21AT** | Local Government Management IIA | (0.083) | Local Government Management IA
Local Government Management IB

**MHR20AT** | Municipal Human Resource Management IIA | (0.083) | Municipal Human Resource Management IA
Municipal Human Resource Management IB

**MNI20AT** | Municipal Finance Management IIA | (0.083) | Municipal Finance Management IA
Municipal Finance Management IB

**MUL21AT** | Municipal Law IIA | (0.083) | Municipal Law IA
Municipal Law IB

**TOTAL CREDITS FOR THE SEMESTER:** 0.500

#### SECOND SEMESTER

**CODE** | **SUBJECT** | **CREDIT** | **PREREQUISITE SUBJECT(S)**
--- | --- | --- | ---
**EUC11BT** | End-User Computing B | (0.085) | |
**LDM20BT** | Local Development Management IIB | (0.083) | Local Development Management IA
Local Development Management IB

**LGM21BT** | Local Government Management IIB | (0.083) | Local Government Management IA
Local Government Management IB

**MHR20BT** | Municipal Human Resource Management IIB | (0.083) | Municipal Human Resource Management IA
Municipal Human Resource Management IB

**MNI20BT** | Municipal Finance Management IIB | (0.083) | Municipal Finance Management IA
Municipal Finance Management IB

**MUL21BT** | Municipal Law IIB | (0.083) | Municipal Law IA
Municipal Law IB

**TOTAL CREDITS FOR THE SEMESTER:** 0.500

**TOTAL CREDITS FOR THE SECOND YEAR:** 1.000

### THIRD YEAR

#### FIRST SEMESTER

**CODE** | **SUBJECT** | **CREDIT** | **PREREQUISITE SUBJECT(S)**
--- | --- | --- | ---
**FUN10AT** | Fundamentals of Research A | (0.080)* | |
<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDM30AT</td>
<td>Local Development Management IIIA</td>
<td>(0,080)*</td>
<td>Local Development Management IIA</td>
</tr>
<tr>
<td>LGG301T</td>
<td>Local Government Management Practice*</td>
<td>(0,040)</td>
<td>Local Development Management IIB</td>
</tr>
<tr>
<td>LGM31AT</td>
<td>Local Government Management IIIA</td>
<td>(0,080)*</td>
<td>Local Government Management IIA</td>
</tr>
<tr>
<td></td>
<td>(offered in both semesters)</td>
<td></td>
<td>Local Government Management IIB</td>
</tr>
<tr>
<td>MHR30AT</td>
<td>Municipal Human Resource Management IIIA</td>
<td>(0,080)*</td>
<td>Municipal Human Resource Management IIA</td>
</tr>
<tr>
<td>MNI30AT</td>
<td>Municipal Finance Management IIIA</td>
<td>(0,080)*</td>
<td>Municipal Finance Management IIA</td>
</tr>
<tr>
<td>MUL30AT</td>
<td>Municipal Law IIIA</td>
<td>(0,080)*</td>
<td>Municipal Law IIA</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUN10BT</td>
<td>Fundamentals of Research B</td>
<td>(0,080)*</td>
<td>Local Development Management IIA</td>
</tr>
<tr>
<td>LDM30BT</td>
<td>Local Development Management IIIB</td>
<td>(0,080)*</td>
<td>Local Development Management IIB</td>
</tr>
<tr>
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<td>Local Government Management IIIB</td>
<td>(0,080)*</td>
<td>Local Government Management IIA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Local Government Management IIB</td>
</tr>
<tr>
<td>MHR30BT</td>
<td>Municipal Human Resource Management IIIB</td>
<td>(0,080)*</td>
<td>Municipal Human Resource Management IIA</td>
</tr>
<tr>
<td>MNI30BT</td>
<td>Municipal Finance Management IIIB</td>
<td>(0,080)*</td>
<td>Municipal Finance Management IIA</td>
</tr>
<tr>
<td>MUL30BT</td>
<td>Municipal Law IIIB</td>
<td>(0,080)*</td>
<td>Municipal Law IIA</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS FOR THE THIRD YEAR:** 1,000

**TOTAL CREDITS FOR THE QUALIFICATION:** 3,000

**SUBJECT INFORMATION (OVERVIEW OF SYLLABUS)**

The syllabus content is subject to change to accommodate industry changes. Please note that more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject. On 27 September 2017, the syllabus content was defined as follows:

**END-USER COMPUTING A (EUC11AT)**

*Subject custodian: End User Computing Unit*

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 40 hours)

**END-USER COMPUTING B (EUC11BT)**

*Subject custodian: End User Computing Unit*

Students have to acquire practical skills as end-users in MS Office Suite applications (MS Excel Intermediate and MS Access Essentials), graphic design and dealing with the Internet, networks and how to search for information. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 30 hours)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>F</strong></td>
<td></td>
<td><strong>FUNDAMENTALS OF RESEARCH A (FUN10AT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Basic research methodology. An overview on research will be provided and includes aspects such as research steps, proposals, reports, etc. (Total tuition time: ± 100 hours)</td>
</tr>
<tr>
<td><strong>FUNDAMENTALS OF RESEARCH B (FUN10BT)</strong></td>
<td></td>
<td><em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Research and the importance of information and information technology will be linked. Various methodologies covering these two aspects will be elaborated on. (Total tuition time: ± 100 hours)</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td></td>
<td><strong>GOVERNANCE AND POLITICS A (GPO11AT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Political processes and systems are introduced. Key government institutions at national and provincial level are discussed, including non-governmental institutions. A broad understanding of the political groupings in South Africa is discussed. The state of the South African politics is thoroughly discussed. The basics of political understanding are unpacked in this subject. (Total tuition time: not available)</td>
</tr>
<tr>
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<td></td>
<td><strong>GOVERNANCE AND POLITICS B (GPO11BT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Governance at local government level forms the integral part of this subject. Constitutional matters governing local government are discussed. Citizens’ representation and participation in local government also form part of the subject. Challenges of local governments. (Total tuition time: not available)</td>
</tr>
<tr>
<td><strong>L</strong></td>
<td></td>
<td><strong>LOCAL DEVELOPMENT MANAGEMENT IA (LDM10AT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Phenomenon of urban and rural poverty: the difference between absolute and relative poverty, equilibrium of poverty, types of consumers of natural resources, occurrence of poverty in rural and urban sectors of a nation, and deprivation trap. Development planning and project management: planning in the context of development, various elements of planning, advantages of planning, typical planning hierarchy, and project management. Multi-dimensional approach to community development: the relationship between community development and other poverty-oriented strategies, empowerment initiatives in community development, and problems that lead to ineffectiveness in community development. (Total tuition time: not available)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>LOCAL DEVELOPMENT MANAGEMENT IB (LDM10BT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Political processes and elections, citizen participation, the relations between various spheres of the government. (Total tuition time: not available)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>LOCAL DEVELOPMENT MANAGEMENT IIA (LDM20AT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Insight into local government management functions, management skills, and management techniques. (Total tuition time: not available)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>LOCAL DEVELOPMENT MANAGEMENT IIB (LDM20BT)</strong> <em>(Subject custodian: Department of Public Management)</em>&lt;br&gt;Private sector and development: towards social responsibility, trade unions and social movement, international development agencies: the impact of globalisation on development in South Africa, public participation as a micro level development strategy: the principles and context of empowerment development, contextualising integrated development planning: an opportunity for public participation in developmental local government. (Total tuition time: not available)</td>
</tr>
<tr>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
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<td>----------------------------------------------------------------</td>
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</tr>
<tr>
<td>LOCAL DEVELOPMENT MANAGEMENT IIIA (LDM30AT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Implementation of project management principles and techniques, including programme management, monitoring and control. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL DEVELOPMENT MANAGEMENT IIIB (LDM30BT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Integrated development planning. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT IA (LGM12AT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Origin of and introduction to local government: an overview of the context of municipal government, the role and functions of municipalities within the larger context of the democratic system of government in South Africa, including the most significant legislation that prescribes the structures, categories and functions of municipalities. Functioning of the local sphere of government in the broader system of government in South Africa: intergovernmental relations system and the principles that underpin it as fundamental guidelines for efficient and effective system of local governance. Fostering local democracy: citizen participation, citizen input in policy-making, participation mechanism and statutory framework for local democracy. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT IB (LGM12BT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Political processes and elections, citizen participation and the relations between various spheres of the government. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT IIA (LGM21AT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Insight into local government management functions, management skills and management techniques. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT IIB (LGM21BT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Local economic development and municipalities in South Africa, local government and service delivery, municipal human resource management, municipal financial management and municipal supply chain management. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT IIIA (LGM31AT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Implementation of project management principles and techniques, including programme management, monitoring and control. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT IIIB (LGM31BT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>A focuses on integrated development planning. (Total tuition time: not available)</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT MANAGEMENT PRACTICE (LGG301T) PROJECT ASSESSMENT</td>
<td></td>
<td>Syllabus content not available. Please contact the Head of the Department.</td>
</tr>
<tr>
<td>MUNICIPAL FINANCE MANAGEMENT IA (MNI10AT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Introduction to Municipal Finance Management; legislative framework; types, powers and functions of municipalities; and statutory role-players in municipal finance management. (Total tuition time: not available)</td>
</tr>
<tr>
<td>MUNICIPAL FINANCE MANAGEMENT IB (MNI10BT)</td>
<td>1 X 3-HOUR PAPER</td>
<td>Budget cycle, role-players in municipal budgeting, budgeting and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), service delivery budget improvement plans. (Total tuition time: not available)</td>
</tr>
</tbody>
</table>
MUNICIPAL FINANCE MANAGEMENT IIA (MNI20AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Financial reporting, accounting standards, annual financial statements, analysis and implementation of financial statements. (Total tuition time: not available)

MUNICIPAL FINANCE MANAGEMENT IIB (MNI20BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Revenue management, debt management, cash and investment management, raising and administration of loans. (Total tuition time: not available)

MUNICIPAL FINANCE MANAGEMENT IIIA (MNI30AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Regulations and policies on financial management, supply chain management processes, risk management and internal control processes. (Total tuition time: not available)

MUNICIPAL FINANCE MANAGEMENT IIIB (MNI30BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Municipal performance management, municipal service partnership, risk management, asset and stock management. (Total tuition time: not available)

MUNICIPAL HUMAN RESOURCE MANAGEMENT IA (MHR10AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
The subject provides a broad overview of human resources in the municipal environment. Various concepts are elaborated on and students are sensitised towards the functional activities of personnel work, maintenance, performance management and leadership and motivation. (Total tuition time: ± 100 hours)

MUNICIPAL HUMAN RESOURCE MANAGEMENT IB (MHR10BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Focus on the statutory and regulatory framework for municipal human resource management. Various pieces of legislation are explored. Labour relations as well as disciplinary and grievance procedures are elaborated on. (Total tuition time: ± 100 hours)

MUNICIPAL HUMAN RESOURCE MANAGEMENT IIA (MHR20AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
The focus falls on the management of training and development, specifically in the local government sphere. Education, training and development, learning theories and principles are discussed. Students will be exposed to the training and development needs in a municipality. (Total tuition time: ± 100 hours)

MUNICIPAL HUMAN RESOURCE MANAGEMENT IIB (MHR20BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Programme design and development and the preparation and presentation of training modules will be the focus. Students will be expected to, among other aspects, assess and evaluate programmes. In addition, contemporary issues in human resource development will be investigated. (Total tuition time: ± 100 hours)

MUNICIPAL HUMAN RESOURCE MANAGEMENT IIIA (MHR30AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Contemporary issues will be focused on. Specifically, for this semester the focus will be on staffing the organisation and maintaining people, as well as the behavioural aspects of human resources management. (Total tuition time: ± 100 hours)

MUNICIPAL HUMAN RESOURCE MANAGEMENT IIIB (MHR30BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Public Management)
Contemporary issues will be focused on. Specific focus areas include employee, group and organisational empowerment through human resources management interventions. The strategic and international human resources management will be the final section. (Total tuition time: ± 100 hours)

MUNICIPAL LAW IA (MUL11AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)
Introduction to law. General principles of the law of contract, including types of breaches, forms of termination of contracts and remedies. (Total tuition time: ± 42 hours)
MUNICIPAL LAW IB (MUL11BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)

MUNICIPAL LAW IIA (MUL21AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)
General principles of interpretation of statutes. Different rules of interpretation. Constitutional interpretation. (Total tuition time: ± 42 hours)

MUNICIPAL LAW IIB (MUL21BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)

MUNICIPAL LAW IIIA (MUL30AT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)
General principles of the law of delict: a detailed analysis of conduct, wrongfulness; culpability; causality and damages. Vicarious liability and specific delicts relevant to the public service. Defamation. (Total tuition time: ± 36 hours)

MUNICIPAL LAW IIIB (MUL30BT) 1 X 3-HOUR PAPER
(Subject custodian: Department of Law)
General principles of criminal law: a detailed analysis of conduct, unlawfulness, culpability, causality and legality. Specific crimes relevant to the public service: fraud, forgery and uttering. (Total tuition time: ± 36 hours)