

NATIONAL DIPLOMA: LOCAL GOVERNMENT MANAGEMENT

(provisional accredited)
Qualification code: NDLM12 - NQF Level 6

Campus where offered: Soshanguve South Campus

Important notification to new applicants:

No new applications will be accepted as from 2020. Students who enrolled 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 Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.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):

SYMBOL	HG	SG
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

English:

If symbol is lower than a D, apply as indicated above.

If symbol is a D or higher, apply as follows:

HG	10
SG	7
>20	Accepted
15 - 20	Must undergo a TUT potential assessment
<15	Not accepted



- **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.)

CURRICULUM

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FIRST SEMESTER			
GPO11AT	Governance and Politics A	(0,085)	
LDM10AT	Local Development Management IA	(0,083)	
LGM12AT	Local Government Management IA	(0,083)	
MHR10AT	Municipal Human Resource Management IA	(0,083)	
MNI10AT	Municipal Finance Management IA	(0,083)	
MUL11AT	Municipal Law IA	(0,083)	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
SECOND SEMESTER			
GPO11BT	Governance and Politics B	(0,085)	



LDM10BT	Local Development Management IB	(0,083)
LGM12BT	Local Government Management IB	(0,083)
MHR10BT	Municipal Human Resource Management IB	(0,083)
MNI10BT	Municipal Finance Management IB	(0,083)
MUL11BT	Municipal Law IB	(0,083)
TOTAL CREDITS FOR THE SEMESTER:		0,500
TOTAL CREDITS FOR THE FIRST YEAR:		1,000

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FIRST SEMESTER			
EUC11AT	End-User Computing A	(0,085)	
LDM20AT	Local Development Management IIA	(0,083)	Local Development Management IA
LGM21AT	Local Government Management IIA	(0,083)	Local Development Management IB Local Government Management IA
MHR20AT	Municipal Human Resource Management IIA	(0,083)	Local Government Management IB Municipal Human Resource Management IA
MNI20AT	Municipal Finance Management IIA	(0,083)	Municipal Human Resource Management IB Municipal Finance Management IA
MUL21AT	Municipal Law IIA	(0,083)	Municipal Finance Management IB Municipal Law IA
TOTAL CREDITS FOR THE SEMESTER:		0,500	Municipal Law IB
SECOND SEMESTER			
EUC11BT	End-User Computing B	(0,085)	
LDM20BT	Local Development Management IIB	(0,083)	Local Development Management IA
LGM21BT	Local Government Management IIB	(0,083)	Local Development Management IB Local Government Management IA
MHR20BT	Municipal Human Resource Management IIB	(0,083)	Local Government Management IB Municipal Human Resource Management IA
MNI20BT	Municipal Finance Management IIB	(0,083)	Municipal Human Resource Management IB Municipal Finance Management IA
MUL21BT	Municipal Law IIB	(0,083)	Municipal Finance Management IB Municipal Law IA
TOTAL CREDITS FOR THE SEMESTER:		0,500	Municipal Law IB
TOTAL CREDITS FOR THE SECOND YEAR:		1,000	

THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FIRST SEMESTER			
FUN10AT	Fundamentals of Research A	(0,080)*	



LDM30AT	Local Development Management IIIA	(0,080)*	Local Development Management IIA Local Development Management IIB
LGG301T	Local Government Management Practice* (offered in both semesters)	(0,040)	
LGM31AT	Local Government Management IIIA	(0,080)*	Local Government Management IIA Local Government Management IIB
MHR30AT	Municipal Human Resource Management IIIA	(0,080)*	Municipal Human Resource Management IIA Municipal Human Resource Management IIB
MNI30AT	Municipal Finance Management IIIA	(0,080)*	Municipal Finance Management IIA Municipal Finance Management IIB
MUL30AT	Municipal Law IIIA	(0,080)*	Municipal Law IIA Municipal Law IIB

SECOND SEMESTER

FUN10BT	Fundamentals of Research B	(0,080)*	
LDM30BT	Local Development Management IIIB	(0,080)*	Local Development Management IIA Local Development Management IIB
LGM31BT	Local Government Management IIIB	(0,080)*	Local Government Management IIA Local Government Management IIB
MHR30BT	Municipal Human Resource Management IIIB	(0,080)*	Municipal Human Resource Management IIA Municipal Human Resource Management IIB
MNI30BT	Municipal Finance Management IIIB	(0,080)*	Municipal Finance Management IIA Municipal Finance Management IIB
MUL30BT	Municipal Law IIIB	(0,080)*	Municipal Law IIA Municipal Law IIB

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 a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject. On 14 September 2018, the syllabus content was defined as follows:

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END-USER COMPUTING A (EUC11AT)

CONTINUOUS ASSESSMENT

(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)

CONTINUOUS ASSESSMENT

(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)



F**FUNDAMENTALS OF RESEARCH A (FUN10AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)

FUNDAMENTALS OF RESEARCH B (FUN10BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)

G**GOVERNANCE AND POLITICS A (GPO11AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)

GOVERNANCE AND POLITICS B (GPO11BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)

L**LOCAL DEVELOPMENT MANAGEMENT IA (LDM10AT)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)

LOCAL DEVELOPMENT MANAGEMENT IB (LDM10BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Political processes and elections, citizen participation, the relations between various spheres of the government. (Total tuition time: not available)

LOCAL DEVELOPMENT MANAGEMENT IIA (LDM20AT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Insight into local government management functions, management skills, and management techniques. (Total tuition time: not available)

LOCAL DEVELOPMENT MANAGEMENT IIB (LDM20BT)**1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)



LOCAL DEVELOPMENT MANAGEMENT IIIA (LDM30AT) <i>(Subject custodian: Department of Public Management)</i> Implementation of project management principles and techniques, including programme management, monitoring and control. (Total tuition time: not available)	1 X 3-HOUR PAPER
LOCAL DEVELOPMENT MANAGEMENT IIIB (LDM30BT) <i>(Subject custodian: Department of Public Management)</i> Integrated development planning. (Total tuition time: not available)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT IA (LGM12AT) <i>(Subject custodian: Department of Public Management)</i> 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)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT IB (LGM12BT) <i>(Subject custodian: Department of Public Management)</i> Political processes and elections, citizen participation and the relations between various spheres of the government. (Total tuition time: not available)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT IIA (LGM21AT) <i>(Subject custodian: Department of Public Management)</i> Insight into local government management functions, management skills and management techniques. (Total tuition time: not available)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT IIB (LGM21BT) <i>(Subject custodian: Department of Public Management)</i> 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)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT IIIA (LGM31AT) <i>(Subject custodian: Department of Public Management)</i> Implementation of project management principles and techniques, including programme management, monitoring and control. (Total tuition time: not available)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT IIIB (LGM31BT) <i>(Subject custodian: Department of Public Management)</i> A focuses on integrated development planning. (Total tuition time: not available)	1 X 3-HOUR PAPER
LOCAL GOVERNMENT MANAGEMENT PRACTICE (LGG301T) <i>(Subject custodian: Department of Public Management)</i> Syllabus content not available. Please contact the Head of the Department.	PROJECT ASSESSMENT

M

MUNICIPAL FINANCE MANAGEMENT IA (MNI10AT) <i>(Subject custodian: Department of Public Management)</i> 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)	1 X 3-HOUR PAPER
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- MUNICIPAL FINANCE MANAGEMENT IB (MNI10BT)** **1 X 3-HOUR PAPER**
(Subject custodian: Department of Public Management)
 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)
- 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)
 General principles of administrative law. Principles of natural justice. Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000). (Total tuition time: ± 42 hours)
- 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)
 General principles of labour law. Principles of employment contract, and remedies thereof. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997). Skills Development Act, 1998 (Act No. 97 of 1998). Employment Equity Act, 1998 (Act No. 55 of 1998). Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993). Labour Relations Act, 1995 (Act No. 66 of 1995), including dismissals, dispute resolution, strikes, and collective bargaining. (Total tuition time: ± 36 hours)
- 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)

