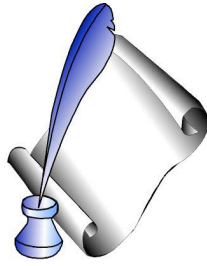


IMASA



INSTITUTE OF MUNICIPAL ADMINISTRATION FOR SOUTHERN AFRICA

DISCRETIONARY GRANT PROPOSAL 2008

1. PROJECT CONTEXT.

Legislative Framework

Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000, (Systems Act)

Skills Development Act, 1998, Act No 81 of 1998 (SDF Act)

Skills Development Levies Act, 1999, Act No 28 of 1999. (Levies Act)

The Skills Development legislation places an obligation on municipalities, as employers, to develop the skills of the South African workforce, thereby ensuring effective and efficient municipal administration. IMASA is a nationally based institution for Municipal Law and Administration. One of the aims and objectives of IMASA is to promote professionalism and a high standard of ethical conduct amongst its members through the promotion of appropriate training and development of practitioners and potential practitioners in municipal administration and legal services.

IMASA's mission:

To provide sustainable education and training programmes to it's members, through facilitation and in consultation with other institutions, thereby empowering them in the field of Municipal Government and Administration.

The purpose of this project is to establish a long term in-service Certification Programme for members of IMASA and other beneficiaries involved with:

Administration of Meetings,
Estate and Property Administration,
Legal Administration, and

General administrative functions such as tenders, contracts, archives, records and elections and departmental and housing administration.

Proposed Core Outputs:

- To establish a certified training programme.
- To promote lifelong education and training amongst members.
- To ensure members are adequately skilled for their task.
- To introduce, where feasible, multi-skilling, and
- To promote a culture of knowledge sharing.

Proposed Outcomes:

- To have a recognized certification programme established.
- To ensure that a highly skilled workforce is available in the field of Municipal Government and Administration.
- To ensure that municipalities have sound human resources available, in the field of Administration, and
- To ensure that members achieve job satisfaction.

2. LINKAGE WITH THE SECTOR SKILLS PLAN

This programme aims to implement the existing Local Government SETA qualifications and training framework, together with the higher education and training qualifications to be negotiated with potential partners from tertiary institutions, on three levels:

NQF level 4-5: (SETA learnership NQF 3-4) Certificate in Local Government Management and Administration, focusing on administrative and legal components. Proof of practical as well as academic hours spent toward this qualification will be a requirement.

NQF level : 5-7 (LG SETA learnership NQF 4-6) Undergraduate or graduate level diploma in Local Government Management and Administration over 2-3 years, focusing in administrative and legal components with a more rigorous and higher educational level content of the same topics that those of the level 3-4 certificate.

Proof of practical as well as academic hours spent toward this qualification will be a requirement.

NQF 8-10: A post graduate qualification in Honours or higher level, with a stronger focus on the management and leadership components and with an even more rigorous and higher educational level of topics that the two afore going levels.

Development of a re-certification programme is planned to ensure that members remain up to date with current developments in local government and local government legislation and to nurture a culture of life-long learning.

Proof of practical as well as academic hours spent toward this qualification will be a requirement.

3. PROVISION WITHIN THE FOCUS AREA

IMASA intends to develop and implement the Certification Programme as a cohesive and coordinated programme aligned with the following LGSeta Learnerships:

Introduction into Local Government;
Municipal Finance Management and Administration; and
Municipal Leadership and Development (LOGOLA).

Partnerships with other tertiary institutions will be fostered.

The aim is to develop new training material or adjust and expand current training material within the existing learnerships and higher education and training programmes to address training needs of administrative and legal staff in municipalities nationally. This will provide excellent opportunities for members to network on a personal level with staff from other municipalities, creating a bond that will continue long after the members have completed the certification programme.

The certification programme is also developed with the support of and in consultation with our sister institute, the International Institute of Municipal Clerks, in Northern America.

4. PROJECT RATIONALE AND PROJECT BENEFICIARIES

According to a DPLG report of September 2005 on skills in municipalities, as many as thirty-six percent of managers have only a matric with a diploma or less. Asgisa identified the shortage of skilled labour or the lack of skills in the current workforce as the foremost factor inhibiting economic growth in the country. It would seem that municipalities are currently highly staffed by elementary and clerical staff, with critical skills shortages in the categories of Leadership and Management, amongst others. It must be kept in mind that the clerks of today are the managers of tomorrow and timeous interventions are required to ensure that a strong

and capacitated administrative workforce is available to local government.

It is the intention that IMASA will comply with Objective 5 of The National Skills Development Strategy for 2005-2010, whereby each SETA should recognize and support at least 5 institutes of Sectoral Occupational Excellence (ISOE) within public or private institutions for the development of people to attain identified critical occupational skills.

The beneficiaries of this certification programme will be the members of IMASA, who are all fully employed practitioners in Corporate Services (Administrative and Legal components) and related departments of municipalities. IMASA also intends offering training and skills development opportunities to unemployed persons through bursaries and skills programmes catering for administration in the local government sphere.

A schedule of the current membership profile of the Institute is attached.

5. PROJECT OBJECTIVE

The main objective of this programme is to develop and implement a certification programme for municipal administrators in consultation with LGSETA, SALGA, DPLG, and our sister institutes in Northern America, the IIMC in the furtherance of professionalism and a culture of life-long learning in local government.

6. PROJECT ACTIVITIES

The project is run by the Education, Training and Development Committee reporting to the National Institute Council of IMASA. It consists of nominated members representative of each of the active branches of IMASA.

6.1 Output:

Establish a certified training programme

Key Actions:

OUTPUT 1.	Time frames	Progress status
1. Establish a certified training programme	April 2007-June 2009	

KEY ACTIONS:		
a) Committee to approve draft certification programme, linked with unit standards.	June 2008	Draft to NIC June 2007
b) Consult with LG SETA, DPLG and IIMC	May 2007-June 2008	Commenced May 2007
c) Submit Declaration of Intent and Discretionary Grant proposal to LGSETA	Feb 2008	In process
d) Attend DPLG working group meeting – Professionalisation of Institutes	Feb 2008 to Feb 2009	Mandated by NIC – schedule noted.
e) Consult with relevant tertiary institutions	Feb –March 2008	Commenced Jan 2008
f) If necessary advertise for service providers to develop training content of course framework	April – May 2008	
g) Link DPLG core competencies to course framework for evaluation of applicants to participate in the Certification Programme.	Feb-March 2008	
h) Consider funding and strategy for bursary allocations as part of IMASA Training and Development Plan	April 2008	
i) Firm up partnership with IIMC/ Memorandum of Understanding	May – June 2008	
j) Nominate candidates for assessors training	Feb –March 2008	
k) Consult with LG SETA re timetable for assessors training	Feb 2008	
l) Nominate candidates for coaching and mentors training	March – April 2008	
m) Progress report to NIC /AGM	June 2008	
n) Appoint service providers for development of training content of course framework.	July 2008	
o) Link academic points requirement with practical components	July – August 2008	

p) Submit to and consult with LG SETA re accreditation of course content for course framework of Certification Programme.	July-August 2008	
q) Submit to IIMC for approval		
OUTPUT 2.		
a) Submit available skills programmes to LG SETA for accreditation, for use by branches at Branch educational workshops	April 2008 ongoing	
b) Establish database of presenters for skills programmes at Branch workshops	April 2008 ongoing	
OUTPUT 3.		
Promote education and training amongst members	June 2008 onwards	
Key Actions:		
a) Solicit funding from Stakeholders	June 2008 onwards	
b) Investigate feasibility of establishing a trust fund for training and education purposes.	June 2008 onwards	
b) Branches to inform members of certification programme via branch newsletters.	June – November 2008	
c) Inform members and municipalities of certification programme through national newsletter.	June – November 2008	
d) Marketing and recruitment Committee to formulate marketing strategy for certification programme.	June 2008-Oct 2008	
e) Update national website	June 2008	
OUTPUT 4,		
Ensure members are adequately skilled for their tasks.		
Key Actions:		
a) Promote educational workshops on Branch level	April 2008 onwards	Ongoing
b) Make database of skills programmes and presenters available to Branches	April 2008	Ongoing
c) Where feasible and necessary members to undergo mentorships.		
d) Develop Internships in cooperation with municipalities	Jan 2009	
e) Training programmes to be	Jan 2011	

reviewed every 24 months		
OUTPUT 5.		
Introduce, where feasible, multi-skilling		
Key Actions:		
a) Research and determine areas for multi-skilling	Jan 2009	
b) Categorise common areas into groups of courses, for example all clerks should undergo basic training in computer literacy, records filing and data typing.	Jan 2009	
OUTPUT 5.		
Promote culture of knowledge sharing		
Key actions:		
a) Liaise with larger municipalities with training facilities to accommodate members.	Oct 2008	
b) Get "in-house" experts to deliver courses	March 2008 ongoing	