

IMASA BUSINESS PLAN

TRAINING AND EDUCATION AND CERTIFICATION PROGRAMME

1. MISSION STATEMENT

IMASA will, in consultation with certain other institutions, provide sustainable education and training programmes to its members thereby empowering them in the field of Municipal Government and Administration.

2. OUTCOMES

- a) A recognized certification programme established.
- b) Highly skilled workforce in the field of Municipal Government and Administration.
- c) Municipalities having sound human resources.
- d) Members achieve job satisfaction.

3. CORE OUTPUTS

- a) Establish certified training programmes.
- b) Promote education and training amongst members.
- c) Ensure members are adequately skilled for their tasks.
- d) Introduce, where feasible, multi-skilling; and
- e) Promote a culture of knowledge sharing.

4. OPERATIONAL PLAN

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 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.		
Development of skills programmes for national and branch educational workshops		
Key actions:		
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 reviewed every 24 months	Jan 2011	
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	