



Accredited Provider  
The Skills College for Development and Training (Pty)Ltd.

## **National Certificate: Local Government Councillor Practices**

*Qualification ID58578– NQF 3; 128 Credits*

### **INTRODUCTION**

Purpose:

The purpose of the qualification is to enable qualifying learners to apply the relevant competences required to fulfill the roles and responsibilities of a Local Government councillor and therein:

Act as representatives of the community they serve.

Provide leadership roles in a council.

Act as custodians or guardians of public finances.

The learning outcomes contained in this qualification are based on the competencies required to contribute to municipal processes from a councillor perspective. These competences relate to:

Demonstrating an understanding of the interests of the people in a municipality.

Demonstrating an understanding of the main issues in their municipality.

Providing the link between the public and the council and ensuring primary loyalty to the public.

Participating in policy making.

Participating in decision-making pertaining to local government matters.

Passing by laws.

Giving direction to the related administration.

Learners entering this qualification may come from various backgrounds and will generally be persons, elected for the purpose of serving as a Local Government councillor in order to achieve municipal objectives.

### **Rationale:**

The qualification is aimed at learners in a Local Government context who facilitate democratic relations between the community, Local Government and various stakeholders that impact on Local Government democratic processes. The qualification provides key competences to councillors to fulfill their mandate in respect of improving the lives of all people in their municipalities. It provides the learner with the necessary skills, knowledge and attitudes required to be a proactive link between the public and the council. The councillors play a critical role in achieving the objectives of Local Government, including giving a practical meaning and substance to the basic political commitment that 'the People Shall Govern'. The councillors play a critical role in the facilitation of proper communications between various parties within Local Government and the community to ensure that Local Government objectives are achieved in a proactive and democratic manner. The typical learner enrolled for this qualification will be a council member, wishing to improve his competencies related to the fulfilment of the requirements of his/her role as a council member. In addition persons

seeking future employment in the Local Government sector may choose to complete the qualification.

This qualification is part of the learning pathway in Local Government administration, management and governance. The learning pathway includes learning opportunities in administration and finance, local economic development and leadership in Local Government, and integrated development planning. The learning pathway provides varied opportunities for a learner wishing to embark on a career within local government and are also complementary to other qualifications within the public sector.

## **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

It is assumed that the learners accessing this qualification are competent in:  
Communication at NQF Level 2.  
Mathematical Literacy at NQF Level 2.

Recognition Of Prior Learning:

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible. Learner and Assessor will jointly decide on methods to determine prior learning and competence in the knowledge, skills, values and attitudes implicit in the Qualification and the associated Unit Standards. Recognition of Prior Learning will be done by means of an Integrated Assessment.

Recognition of Prior Learning allows for:  
Gaining of credits towards Unit Standards in this Qualification.  
Obtaining this Qualification in whole or in part.

All recognition of Prior Learning is subject to quality assurance by the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

Access to the qualification:  
Access to this Qualification is open, bearing in mind the Learning Assumed to be in Place itemised below.

## **EXIT LEVEL OUTCOMES**

1. Demonstrate an understanding of how Local Government functions.
2. Fulfill the roles and responsibilities of councillors to achieve Local Government objectives.
3. Apply municipal processes to the councillor function.
4. Facilitate public participation and citizen involvement in Local Government processes.

## **TIME PERIOD**

This Learnership can be presented over a period of 12 months

**A SELECTION OF THE FOLLOWING UNIT STANDARDS WILL BE COMPLETED IN ORDER TO REACH 128 CREDITS:**

**UNIT STANDARDS:**

	<b>ID</b>	<b>UNIT STANDARD TITLE</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Core	<a href="#">244185</a>	Apply key municipal processes in a council function	Level 3	NQF Level 03	12
Core	<a href="#">242860</a>	Apply the Batho Pele principles to own work role and context	Level 3	NQF Level 03	4
Core	<a href="#">244175</a>	Demonstrate an understanding of the policy and legal framework guiding Local Government	Level 3	NQF Level 03	10
Core	<a href="#">13915</a>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	NQF Level 03	4
Core	<a href="#">242858</a>	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 3	NQF Level 03	4
Core	<a href="#">244180</a>	Exercise leadership in a councillor context	Level 3	NQF Level 03	6
Core	<a href="#">244174</a>	Facilitate co-operative governance and inter-governmental relations	Level 3	NQF Level 03	6
Core	<a href="#">244186</a>	Facilitate Council and related meetings to achieve Local Government objectives	Level 3	NQF Level 03	6
Core	<a href="#">244188</a>	Facilitate public participation and citizen involvement in Local Government processes	Level 3	NQF Level 03	6
Core	<a href="#">244183</a>	Fulfil the roles and the responsibilities of a councillor	Level 3	NQF Level 03	6
Core	<a href="#">244190</a>	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes	Level 3	NQF Level 03	6
Core	<a href="#">120394</a>	Apply communication principles, strategies and processes in a leadership role	Level 4	NQF Level 04	6
Fundamental	<a href="#">119472</a>	Accommodate audience and context needs in oral/signed communication	Level 3	NQF Level 03	5
Fundamental	<a href="#">9010</a>	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	NQF Level 03	2
Fundamental	<a href="#">9013</a>	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	NQF Level 03	4
Fundamental	<a href="#">119457</a>	Interpret and use information from texts	Level 3	NQF Level 03	5

Fundamental	<a href="#">9012</a>	Investigate life and work related problems using data and probabilities	Level 3	NQF Level 03	5
Fundamental	<a href="#">119467</a>	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	<a href="#">7456</a>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	NQF Level 03	5
Fundamental	<a href="#">119465</a>	Write/present/sign texts for a range of communicative contexts	Level 3	NQF Level 03	5
Elective	<a href="#">123462</a>	Demonstrate knowledge and understanding of the project and the project support services environment	Level 3	NQF Level 03	4
Elective	<a href="#">242894</a>	Demonstrate knowledge of gender, equity and diversity issues in development projects	Level 3	NQF Level 03	6
Elective	<a href="#">123436</a>	Facilitate community participation in democratic processes and structures	Level 3	NQF Level 03	7
Elective	<a href="#">120383</a>	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	NQF Level 03	6
Elective	<a href="#">120385</a>	Apply a range of project management tools and techniques	Level 4	NQF Level 04	7
Elective	<a href="#">242900</a>	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 4	NQF Level 04	6
Elective	<a href="#">120391</a>	Apply leadership skills to relationship management	Level 4	NQF Level 04	8
Elective	<a href="#">242902</a>	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 4	NQF Level 04	6
Elective	<a href="#">242819</a>	Motivate and Build a Team	Level 4	NQF Level 04	10