



2023 SHORT COURSES



TABLE OF CONTENT

SHORT COURSES 2023

Principles of Public Sector Auditing	Pg 5
Principles of Financial Auditing	Pg 5
Principles of Performance Auditing	Pg 5
Principles of Performance information Auditing	Pg 6
Principles of Using Information Technology in Audits	Pg 6
Principles of Quality Management	Pg 6
Principles of Compliance Auditing	Pg 7
Principles of Fraud Auditing	Pg 7
Principles of Forensic Auditing	Pg 7
Public financial management regulatory universe	Pg 8
Principles of Managing Budgetary Resources	Pg 9
Tax and Raising Revenue	Pg 9
Accrual Accounting Frameworks	Pg 9
Principles of Financial Accounting in the Public Sector	Pg 9
Organisational Strategy and Management	Pg 11
Principles Of Good Governance in the Public Sector	Pg 11
Regulatory Environment in the Public Sector	Pg 11
Ethics	Pg 11

Risk Management in the Public Sector	Pg 12
Legislative Framework	Pg 12
Risk Based Auditing	Pg 13
Government Budgeting And Annual Reporting	Pg 13
Risk Management	Pg 13
Asset Management	Pg 14
Preparation of Annual Financial Statements	Pg 14
Python For Accounting And Finance Profession	Pg 15
Board leadership And Corporate Governance For State Owned Enterprises	Pg 15
Disaster Management	Pg 16
Budget Planning and Management	Pg 16
Business writing	Pg 16
Computer literacy	Pg 16
Ethics and Values	Pg 16
Governance for Councillors	Pg 16
Induction for Councillors	Pg 17
Induction for interns	Pg 17
Internal controls	Pg 17
Interpretation of financial statements	Pg 18
Leadership Programmes	Pg 18
MFMA legislation	Pg 18

National Treasury Regulations	Pg 18
New employee in the Public Sector	Pg 19
PFMA legislation	Pg 19
Public Finance Management	Pg 19
Risk Management Training for Managers, Risk Champions and staff	Pg 19
SCM Committee Training	Pg 19
Women in the Public Sector	Pg 20
Supply Chain and Contract Management	Pg 20

SHORT COURSES

PRINCIPLES OF PUBLIC SECTOR AUDITING

NQF Level 7 | Credits 6 | Training days 2

- Discuss the Public Sector Auditing Framework with reference to unique mandate and objectives, the wider context of the Public Sector environment and types and elements of public-sector auditing.
 - Describe the application of general audit principles such as audit objectives, approach, criteria, quality control, professional judgement, risk, materiality, sampling, sufficient evidence, levels of assurance.
 - Discuss the relevance and importance of the audit process with reference to planning, conducting, reporting and follow-up.
 - Defend the importance of evaluating and understanding operations and associated risks for Public Sector auditing by referencing aspects such as organisation structures, culture, business processes, operations and systems, controls and accounting and reporting processes.
-

PRINCIPLES OF FINANCIAL AUDITING

NQF Level 7 | Credits 15 | Training days 3

- Discuss the objectives of an audit of financial statements
 - Describe the considerations for audits of financial statements of special purpose frameworks
 - Distinguish between the stakeholders in financial auditing
 - Discuss the critical principles related to financial auditing and their interrelatedness related to gathering, evaluating and interpreting evidence in order to make a conclusion and/or opinion
 - Describe how the general audit principles apply to financial auditing
-

PRINCIPLES OF PERFORMANCE AUDITING

NQF Level 7 | Credits 9 | Training days 2

- Define performance auditing with specific reference to environment, economy, efficiency, effectiveness and objectives
 - Discuss the elements of performance auditing with reference to parties, subject matter, criteria, confidence and assurance
 - Discuss the objectives, process and procedures to conduct a performance audit
 - Describe how the general audit principles apply to performance auditing.
-

PRINCIPLES OF PERFORMANCE INFORMATION AUDITING

NQF Level 7 | Credits 9 | Training days 3

- Discuss the elements and principles underpinning performance information auditing to establish whether institutions meet their objectives and are performing in terms of their mandate and service delivery obligations
 - Discuss the considerations and importance to identify relevant measurable criteria related to specific objectives for performance information audits
 - Discuss the Performance Information Auditing in the Public Sector with reference to the framework, objectives, processes and procedures
-

PRINCIPLES OF USING INFORMATION TECHNOLOGY IN AUDITS

NQF Level 7 | Credits 3 | Training days 2

- Discuss the advantages of using information technology in audits
 - Explain the business process concept in relation to application systems
 - Identify and explain the database concepts in relation to application systems.
 - Understand the main concepts that are applicable to a computerised environment
 - Understand ICT Regulation and Frameworks.
 - Discuss the techniques and processes that can be used to use information technology in to support audit decision making and analysis
 - Understand and apply the application controls that are available for the different stages of data processing
 - Understand the main general controls applicable to the computerised environment
 - Identify the application controls that should be present in a specific computer application

 - Understand and apply the different computer assisted audit tools and techniques that are available to auditors
 - Formulate tests of controls for application controls in a computerised environment
 - Identify the application controls that should be present in a specific computer application
 - Discuss the impact of digitisation and technology on the functioning of operations and structures in the public sector
 - Explain the e-Governance and data-driven government concepts
 - Understand ICT Automation and its impact on government
-

PRINCIPLES OF QUALITY MANAGEMENT

NQF Level 7 | Credits 3 | Training days 2

- Describe the principles underpinning Quality Management
 - Discuss the considerations of identifying applicable and appropriate standards for use in reports, conclusions or opinions
-

PRINCIPLES OF COMPLIANCE AUDITING

NQF Level 7 | Credits 9 | Training days 3

- Describe the characteristics (with reference to systems and governance audits or internal audits) of compliance auditing and its relation to performance auditing
 - Discuss compliance auditing techniques, processes and procedures in relation with the audit of financial statements
 - Describe how the general audit principles apply to the objectives and fundamentals of compliance auditing
-

PRINCIPLES OF FRAUD AUDITING

NQF Level 7 | Credits 3 | Training days 2

- Describe the principles underpinning fraud detection as part of external audit process
 - Demonstrate a practical understanding of fraud and its impact in a professional and personal environment.
 - Demonstrate an understanding of the impact of the legal and regulatory framework on the management of fraud.
 - Identify fraud risk factors by performing fraud risk assessments and other fraud detection techniques
 - Discuss fraud prevention from an external audit perspective
 - Explain fraud and gain insight into why fraudsters commit fraud and how they conceal it.
 - Demonstrate practical insight required as an auditor to recognise fraud earlier from the red flags and react appropriately.
 - Explain what the auditor should do in an auditing environment to assist clients to prevent fraud or to limit its exposure to its losses.
 - Develop fraud risk management and fraud prevention strategies.
-

PRINCIPLES OF FORENSIC AUDITING

NQF Level 7 | Credits 3 | Training days 1

- Describe the principles underpinning forensic auditing
 - Understand the developing industry of forensic auditing.
 - Understand the concept of evidence to be used in a forensic environment, and how it differs from audit evidence, used and relied on by auditors in the field, including how and where forensic evidence might be used by the forensic auditor to fulfil his or her mandate.
 - Discuss the legal attributes related to forensic auditing and evidence gathering
 - Be exposed to several of the legislative frameworks typically governing the day-to-day activities of forensic auditors, not normally encountered by auditors involved in regulatory audits for public sector clients, including identifying and proving the elements of certain crimes that the commercial forensic investigator is often confronted with, such as theft and various statutory crimes, including corruption, money laundering, racketeering and insider trading.
 - Identify common sources of documentary and other evidence used by the forensic auditor, atypical to the auditing profession.
 - Identify the different types of organised
-

PUBLIC FINANCIAL MANAGEMENT REGULATORY UNIVERSE

NQF Level 7 | Credits 13 | Training days 5

- Describe the components and principles of Public Financial Management by referencing the relevant regulatory universe and its relationships with fiscal policy implementation
- Understand the need for legislative framework to promote accountability in the public sector
- Have knowledge of the PFMA, regulations and guidelines and be able to apply them in scenarios
- Be able to identify the key principles of PFMA and understand the impact of non-compliance
- Demonstrate an understanding of the responsibility and functions of the National Treasury and Provincial Treasuries
- Demonstrate an understanding of the functions and responsibilities of Accounting Authorities, Accounting Officers, Executive Authorities and other officials
- Discuss relevant Treasury Regulations
- Identify instances where non-compliance leads to financial misconduct; the disciplinary proceedings, offences, and penalties
- Identify the key principles of the PFMA and understand the impact of non-compliance on the audit report
- Explain the legislative requirements of the PPPFA
- Demonstrate an understanding and apply the provisions of the 2017 Preferential Procurement Regulations in the procurement process
- Demonstrate an understanding of the constitutional and legal status of the Auditor-General
- Discuss the functions and powers of the Auditor-General
- Demonstrate an understanding of the constitutional and legal functions of the Auditor-General
- Discuss the powers of the Auditor-General, including issuing debt certificates and remedial action
- Explain the reporting responsibilities of the Auditor-General
- Explain the requirements of conducting audits on behalf of the Auditor-General
- Demonstrate an understanding of the general auditing powers of the Auditor-General
- Apply the provisions relating to audit fees, duties of auditees and protection of information
- Demonstrate an understanding of the provisions relating to investigations and special audits
- Demonstrate an understanding of the Municipal Finance Management Act and apply it
- Explain the Municipal Structures Act and know how to practically apply the relevant regulations
- Demonstrate an understanding of the relationship between the Municipal Systems Act and the Municipal Structures Act and apply it
- Discuss the Public Sector budgeting and control processes (annual and medium-term budgeting process, budget execution and control) and its impact on Financial Management

PRINCIPLES OF MANAGING BUDGETARY RESOURCES

NQ Level 7 | Credits 5 | Training days 3

- Discuss the following aspects related to management accounting:
 - Techniques to support management decision making
 - Quantitative techniques to analyse cost behaviour and the drivers of costs
 - Principles underpinning analysis of financial and non-financial data to provide relevant information for management decision making
 - Principles of evaluating the performance of products and business segments
 - Long- and medium-term planning & budgeting and links to policy making
 - Discuss the following aspects related to Financial Operations Management:
 - Internal Control
 - Asset Management
 - Supply Chain Management
 - Revenue Management
 - Debt Management
 - Human Resource Management
-

TAX AND RAISING REVENUE

NQF Level 7 | Credits 2 | Training days 1

- Outline the tax legislation governing the Public Sector:
 - Tax administration act
 - Tax legislation
 - Tax regulation permitted under the tax administration
 - Discuss the criteria of tax compliance applied in the Public Sector:
 - Monitoring compliance in four domains applicable to public sector
 - Government tax policy
 - Monetary policy
 - Fiscal policy
 - Tax compliance
 - Describe the different sources of revenue for government such as direct and indirect tax, levies, fees, fines and its application in the Public Sector:
 - Definition of tax
 - Forms of tax
 - Direct tax
 - Indirect tax
 - Different sources of revenue
 - Administration costs of a tax system
 - Define tax planning, tax avoidance, and tax evasion and ways in which governments can limit these to maximise domestic resource mobilisation:
 - Define tax planning
 - Define tax avoidance
 - Define tax evasion
 - Domestic resource mobilisation
-
-

ACCRUAL ACCOUNTING FRAMEWORKS

NQF Level 7 | Credits 18 | Training days 8

- Discuss the application of international reporting standards, GRAP & IFRS on the distinctive Public Sector approach to budgeting as a mechanism of control and for the authorisation of expenditure
 - Outline the principles of interpreting financial statements and related disclosures
 - Discuss the accounting systems required to process transactions relevant to implement financial accounting
 - Demonstrate an understanding of the key concepts, theories and principles related to Financial Accounting and Reporting. using GRAP
 - Interpret Financial Statements that have been drawn up using GRAP Standards of Accounting
 - Demonstrate the ability to record transactions (bookkeeping of transactions) as in the relevant standards of GRAP
 - Interpret recorded transactions as related to the relevant standards and note deficiencies in the reporting according to GRAP Standards of Accounting
 - Analyse accounts and make decisions based on the analysis (Management Accounts and Financial Statements)
 - Understand and interpret budgeting deficiencies and areas of concern through analysis of budget versus actual in terms of GRAP Standards of Accounting
 - Understand, record and analyse notes –the financial statements according to the relevant GRAP Standard of Accounting
-

PRINCIPLES OF FINANCIAL ACCOUNTING IN THE PUBLIC SECTOR

NQF Level 7 | Credit 2 | Training Days 2

- Distinguish between the different reporting frameworks
 - Outline the principles underlying the reporting standards Public Sector institutions should apply
 - Demonstrate an understanding of the key concepts, theories and principles related to Financial Accounting and Reporting using IFRS Standards of Accounting
 - Interpret Financial Statements that have been drawn up using IFRS principles
 - Demonstrate the ability to record transactions (bookkeeping of transactions) considering the relevant standards of IFRS
 - Interpret recorded transactions according to the relevant standards and note deficiencies in the reporting as required by IFRS Standards of Accounting
 - Analyse accounts and make decisions based on the analysis (Management Accounts and Financial Statements)
 - Understand and interpret budgeting deficiencies and areas of concern through analysis of budget versus actual
 - Understand, record and analyse notes to the financial statements as requires by the relevant IFRS Standard of Accounting
-

ORGANISATIONAL STRATEGY & MANAGEMENT

NQF Level 7 | Credits 3 | Training Days 1

- Discuss the different types of functional and operational areas within organisations.
 - Describe the impact of strategic plans on organisational performance.
-

PRINCIPLES OF GOOD GOVERNANCE IN THE PUBLIC SECTOR

NQF Level 7 | Credits : 7,5 | Training Days 8

- Discuss the principles of good governance as it applies to public institutions
 - Distinguish between the different governance models. Apply the different models in practice. Discuss the principles of good governance.
 - Discuss the rights and responsibilities of owners, investors and those charged with governance (applicable to public sector stakeholders)
 - Describe the components that should form part of an organisation's governance framework.
 - Evaluate the components implemented by an organisation and recommend improvements
 - Identify and apply applicable laws and other legal provisions.
 - Discuss the existence and application of public/private sector partnerships.
 - Evaluate the adherence to King IV principles
-

REGULATORY ENVIRONMENT IN THE PUBLIC SECTOR

NQF level : 7 | Credits 4.5 | Training days 2

- Discuss the impact the Public Sector regulatory environment has on Governance structures and the auditing thereof.
-

ETHICS

NQF level : 7 | Credits: 7.5 | Training days: 2

- Discuss the principles of auditing the integration of ethical standards in Public Sector strategic management context
 - Discuss the importance of ethical decision making by an organisation.
 - Apply the different tools that support ethical decision-making.
 - Apply the Codes of Ethics to specific scenarios to indicate the preferred cause of action and indicate disciplinary consequences of not acting ethically
 - Discuss the various codes of conduct that apply to a registered government auditor.
 - Apply the Codes of Ethics to specific scenarios to indicate the preferred course of action and indicate disciplinary consequences of not acting ethically.
-

RISK MANAGEMENT IN THE PUBLIC SECTOR

NQF level : 7 | Credits: 7.5 | Training days:2

- Discuss role and function of Audit Committees in reviewing the control, governant
 - Discuss the reporting line options institutions have in managing risk and the role audits pay in this regard and risk management within Public Sector institutions.
-

LEGISLATIVE FRAMEWORK

NQF level : 7 | Credits: 0.5 | Training days: 1

- Discuss the various legislative prescripts that impacts and mandates the Modified Cash Framework and its practical application in Public Entity
 - Name and discuss the five main adjustments from the main appropriation to the adjusted appropriation as presented in the Accounting Manual for Departments issued by the National Treasury.
-

REPORTING FRAMEWORK: MODIFIED CASH STANDARD & SUPPORTING ACCOUNTING MANUAL FOR DEPARTMENTS – ISSUED BY NATIONAL TREASURY

NQF Level 7 | Credits: 9.5 | Training Days: 2

- Explain the different bases of accounting – cash basis, modified cash basis, modified accrual basis and accrual basis
 - Explain primary and secondary financial information as defined in the GRAP Modified Cash Standard.
 - Explain official changes to a department's annual appropriation as reflected in the Appropriation statement
 - Explain the format of an Appropriation statement as per the requirements of the GRAP Modified Cash Standard and Accounting Manual for Departments issued by the National Treasury.
 - Explain the format of a Statement of Financial Performance as per the requirements of the GRAP Modified Cash Standard and Accounting Manual for Departments issued by the National Treasury.
 - Explain the format of a Statement of Financial Position and selected notes as per the requirements of the GRAP Modified Cash Standard and Accounting Manual for Departments issued by the National Treasury.
 - Explain the format of a Cash Flow statement and selected notes as per the requirements of the GRAP Modified Cash Standard and Accounting Manual for Departments issued by the National Treasury.
 - Explain the importance of year opening and closing transactions
-

RISK BASED AUDITING

NQF Level 6 | Credits 5 | Training days 2

Identifying Risk of Material Misstatement

- Inherent Risk Identification
- Control Risk
- Detection Risk
- Risk of Material Misstatement
- Significant Risk

Assessing Risk of Material Misstatement

- Risk Assessment Procedures
 - Assessing Risks of Material Misstatement at the Financial Statement Level
 - Assessing Risks of Material Misstatement at the Assertion Level
 - Significant Risks
-

GOVERNMENT BUDGETING AND ANNUAL REPORTING

NQF Level 5&6 | Credits 20 | Training day: 5

- Differentiating between a range of budget formats or techniques in terms of their advantages and disadvantages
 - Preparing budgets in terms of their functions and roles
 - Compiling information for a budget utilising policy, strategic and operational plans
 - Analysing data required for budget preparation in terms of suitability, accuracy, verification, and comparability of data sources
 - Presenting an annual budget in line with prescribed formats
 - Preparing and finalising a budget in accordance with organisation practice and principles
 - Complying with required budgeting reporting - procedures and standards
 - Describing the strategic and operational planning and management process in the public sector
 - Applying budgeting principles and techniques
 - Understanding Performance Budgeting
 - Addressing budgetary control at a departmental and institutional level
 - Applying of modern management techniques and applications in the government sector
 - Implementing strategic planning and budgeting in a government context
 - Creating a strategic framework for managing and measuring organisational performance
 - Drafting of operational /implementation plans
 - Relating revenue and expenditure forecasting based on the requirements of the strategic plan
-

RISK MANAGEMENT

NQF Level 7 | Credits 7,5 | Training Days 2

- Demonstrating an understanding of the concept 'risk'
 - Defining and distinguishing between risk and risk management
 - Understanding of the legislation and regulations that requires risk management
 - Planning of an integrated risk management strategy
 - Implementing an integrated risk management strategy;

 - Determining the link between risk management and internal control
 - Highlighting the link between risk management and performance management
 - Monitoring and evaluating your risk
 - Describing the risk reporting process
-

ASSET MANAGEMENT

Training Days: 2

- Practical knowledge on Asset Registers
 - Learn tips to practically improve accountability and responsibility on assets in your organisation
 - Master the alignment of Asset Financial Reporting with International Financial Reporting Standards (IFRS)
 - Gain insight on how to reduce the total life-cycle costs of assets through better maintenance, tracking spare parts, planning and disposal of equipment
 - Get the latest regulatory updates, policy developments and their impact on Asset Management
 - Maintain a high level dedication to improve your asset and risk management directives and practices
 - Develop an effective asset management plan
 - Find the right asset technology that works best for your organisation. Differentiate between fixed assets and stock in a business unit.
 - Explain the influence that stock management can have on the profitability of a business.
 - Explain the management of fixed assets in a business unit.
 - Apply the basic principles of stock and fixed asset management to a business unit.
-

PREPARATION OF ANNUAL FINANCIAL STATEMENTS

Credits 10 | Training Days: 3

- The main focus of the learning in this knowledge module is to build an understanding of the difference between the modified cash basis of accounting required by Office of the Accountant General at the National Treasury and the embedded accrual- based knowledge gained from candidates' tertiary education.
-

PYTHON FOR ACCOUNTING AND FINANCE PROFESSIONALS

- Set up a coding environment to write and run code in Python.
 - Load and aggregate data from commonly available sources (pdf, CSV,xls).
 - Write algorithms to manage, process, and optimise data.
 - Working with loose and making decisions with controls statement
-

BOARD LEADERSHIP AND CORPORATE GOVERNANCE FOR STATE OWNED ENTERPRISES

NQF Level 6 | Training Days: 5

- Understanding the full meaning of leadership and see the leadership potential in yourself and others
 - Identifying major personality dimensions and understand how personality influence leadership and relationships within the organisation
 - Recognising how mental models guide your behaviour and relationships
 - Applying the difference between intrinsic and extrinsic rewards in leadership
 - Acting as a communication champion rather than just as an information processor
 - Turning a group of individuals into a collaborative team that achieves high performance through shared mission and collective responsibility
 - Using power and politics to help accomplish important organisational goals
 - Explaining the relationship among vision, mission, strategy and implementation mechanisms
 - Understand why shaping culture is a critical function of leadership
 - Understanding planning as a managerial activity and the planning process
 - Improve service delivery through the application of project management concepts and methodologies.
-

DISASTER MANAGEMENT

NQF level: 6 | Credits: 6 | Training Days: 3

- Identify and interpret funding mechanisms in terms of legislative requirements and frameworks as well as principles underpinning funding arrangements.
-

BUDGET PLANNING AND MANAGEMENT

NQF level : 8 | Credits: 5 | Training Days: 3

- Management Accounting; Financial Operations Management; Finance and Financial Management
-

BUSINESS WRITING

NQF level : 8 | Credits: 5 | Training Days: 2

- Use textual features and conventions specific to business texts for effective writing.
 - Identify and collect information needed to write a text specific to a particular function.
 - Compose a text using plain language for a specific function.
 - Organise and structure a text appropriately for a business function.
 - Present a written text for a particular function in a business environment.
-

COMPUTER LITERACY

Training Days: 2

- Explain basic IT concepts.
 - Identify and operate the hardware in a specific workstation.
 - Use a computer operating system.
 - Demonstrate basic maintenance procedures.
-

ETHICS AND VALUES

Training Days: 2

- Evaluate and report ethically on the integration and application of ethical standards in public sector institutions and the conduct of employees.
-

GOVERNANCE FOR COUNCILORS

Credits: 10 | Training Days: 2

- Explain the legislative and policy framework applicable to Local Government in a Local Government councillor context;
 - Explain the functions and powers of municipalities;
 - Explain structural and formal elements of municipalities;
 - Explain the policy development process and the institutions protecting constitutional democracy.
-

INDUCTION FOR COUNCILORS

Credits: 6 | Training Days: 2

- Integrate and coordinate the roles and the responsibilities of municipal councillors to achieve Local Government objectives;
 - Integrate the concept of maximising economic growth into municipal councillor context;
 - Demonstrate an understanding of the concepts of democratising development, empowering and redistributing;
 - Apply the code of conduct for municipal councillors.
-

INDUCTION FOR INTERNS

Credits: 6 | Training Days: 1

- Compile induction plan for new entrant/s.
 - Prepare an environment to accommodate new entrants.
 - Manage general organisational orientation process.
 - Implement and monitor job specific induction.
 - Evaluate the effectiveness of the induction process.
-

INTERNAL CONTROLS

NQF level 6 | Credits: 8 | Training Days: 3

- Develop and implement an internal control policy for a South African municipality as required by the local government legislative framework and principles of good government;
 - Develop and identify critical areas of internal control within a municipal government environment;
 - Identify and establish internal control procedures that are in accordance with relevant municipal legislation and principles of good governance;
 - Identify and implement the procedures that should be applied to study and review internal controls.
-

INTERPRETATION OF FINANCIAL STATEMENTS

NQF level 4 | Credits: 4 | Training Days: 3

- Analyse the basic elements of an income and expenditure statement;
 - Analyse the basic elements of a balance sheet;
 - Compile a personal assets and liabilities statement;
 - Use the evidence in financial statements to make a financial decision.
-

LEADERSHIP PROGRAMMES

NQF level 4 | Credits: 12 | Training Days: 3

- Explain the concept of leadership;
 - Differentiate between the concepts of leadership and management;
 - Apply leadership techniques to individuals and teams within the work context;
 - Evaluate the impact of the leadership techniques applied
-

MFMA LEGISLATION

NQF level 3 | Credits: 6 | Training Days: 3

- Outline the way in which financial management is ensured in Local Government.
 - Explain why a budget is important in Local Government.
 - Explain the sources of revenue in Local Government.
 - Describe the budget process in Local Government.
-

NATIONAL TREASURY REGULATIONS

NQF level 3 | Credits: 12 | Training Days: 3

- Formulate linkages between the Constitution and the PFMA and explain the roles and responsibilities of the relevant treasuries;
 - Determine the implications of strategic planning, annual performance planning and budgeting in departments, constitutional institutions and public entities;
 - Demonstrate an understanding of different arrangements and measurements in terms of the PFMA.
-

NEW EMPLOYEE IN THE PUBLIC SECTOR

NQF level 4 | Credits: 6 | Training Days: 2

- Compile induction plan for new entrant/s.
 - Prepare an environment to accommodate new entrants.
 - Manage general organisational orientation process.
 - Implement and monitor job specific induction.
 - Evaluate the effectiveness of the induction process.
-

PFMA LEGISLATION

NQF level 5 | Credits: 15 | Training Days: 2

- Formulate linkages between the Constitution and the PFMA and explain the roles and responsibilities of the relevant treasuries;
 - Determine the implications of strategic planning, annual performance planning and budgeting in departments, constitutional institutions and public entities;
 - Demonstrate an understanding of different arrangements and measurements in terms of the PFMA.
-

PUBLIC FINANCE MANAGEMENT

NQF level 5 | Credits: 15 | Training Days: 2

- Formulate linkages between the Constitution and the PFMA and explain the roles and responsibilities of the relevant treasuries.
-

RISK MANAGEMENT TRAINING FOR MANAGERS, RISK CHAMPIONS AND STAFF

Credits: 8 | Training Days: 2

- Determine the implications of strategic planning, annual performance planning and budgeting in departments, constitutional institutions and public entities.
-

SCM COMMITTEE TRAINING

Credits: 7 | Training Days: 3

- Demonstrate an understanding of different arrangements and measurements in terms of the PFMA.
-

WOMEN IN THE PUBLIC SECTOR

Credits: 5 | Training Days: 2

- Analyse the role of women's organisations in contributing to transformation in South Africa; Contribute to the development of policy, legislation and/or structures that promote gender equality and women's empowerment.
 - Identify and apply different methods to promote the voice of women through advocacy and mobilisation activities.
 - Promote women's visibility in authority, decision-making and leadership roles.
-

SUPPLY CHAIN & CONTRACT MANAGEMENT

CPD points | Training Days 3

- Understanding the concept and elements of the SCM model
 - Legislation applicable on SCM
 - Composition and responsibilities of the three (3) Bid Committees
 - Delegation of Authority
 - Tendering process
 - Calculation of points
 - Contract management
 - Prevention and Combating of Corruption
 - Risk Management
-