

**PROVINSIALE TESOURIE • PROVINCIAL TREASURY •  
UNONDYEBO WEPHONDO**



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Mr ES Tantsi

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THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT AND HOUSING



**INVITATION: WESTERN CAPE – ASSESSOR, COACH AND MENTOR TRAINING****1. PURPOSE**

- 1.1 The purpose of this circular is to inform municipalities that National Treasury together with Provincial Treasury will be hosting municipal assessor, coach and mentoring training workshop for the Western Cape municipalities from 10 to 13 February 2009.
- 1.2 The workshop seeks to equip municipalities with the skills in the implementation of the Municipal Regulations on Minimum Competency levels, Gazette 29967-dated 15 June 2007, the Municipal Finance Management Internship Programme guidelines, and other training and development needs of the municipality.

**2. BACKGROUND**

- 2.1 The Assessor, mentor and coaching training programme was introduced by National Treasury through LGSETA. This is meant to assist municipalities to develop the skills and knowledge on areas such as assessment, mentoring and coaching of skills.
- 2.2 The implementation and reporting requirements of the competency regulations require municipalities to have these skills. Other assessments that would enhance officials' career development within the Budget and Treasury Office and other divisions in the municipality would also benefit from the use of such skills.
- 2.3 This support forms the broader component of the development nature that municipalities need to view their capacity planning needs going forward. National Treasury is continuously sourcing Education, Training and Development (ETD) Providers who are LGSETA accredited or programme approved under the Municipal Finance Management Programme, to support the implementation of these regulations including other development needs.

### 3. WORKSHOP DETAILS

3.1 The planned workshop will address the following topics regarding assessments and mentoring

- Outcome based assessment;
- Preparing for assessment;
- Conducting assessment;
- Providing feedback and review on assessment;
- Source and maintain information to assist and support learners;
- Provide assistance and support to learners;
- Maintain records of assistance and support provided; and
- Review support services

### 4. REQUEST

4.1 As discussed at the last Municipal CFO Forum held on 8 and 9 December 2008, municipalities are requested to nominate officials to undergo training whom will officiate as assessors within the municipalities. These should reach us by no later than 22 January 2009 and should be submitted to:

Attention: Mr. ES Tantsi

Fax: 021 483 4411

Tel: 021 483 6136

Email: [mfma@pgwc.gov.za](mailto:mfma@pgwc.gov.za)

4.2 The finalisation of the logistical arrangements is dependent on the number of officials attending. Confirmation of logistical details will be communicated once finalised.

Deleted: 4.3.

5. CONCLUSION

- 5.1 The attendance of representatives from all municipalities is of utmost importance, as we would like to ensure the successful implementation and discuss the seriousness of the **implementation and reporting requirements of Government Gazette 29967 dated 15 June 2007 and the Municipal Finance Management Internship Programme**. We plan to provide enough time for questions and discussion.
6. Your co-operation in this regard will be appreciated

GW PAULSE

SENIOR MANAGER: LOCAL GOVERNMENT FINANCE

DATE: 14 January 2009