



**Western Cape
Government**

Provincial Treasury

Cornette Grundling
SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

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Reference: T14/4/2/2

TREASURY CIRCULAR 18/2012

THE PREMIER

THE MINISTER OF AGRICULTURE AND RURAL DEVELOPMENT
THE MINISTER OF COMMUNITY SAFETY
THE MINISTER OF CULTURAL AFFAIRS AND SPORT
THE MINISTER OF EDUCATION
THE MINISTER OF FINANCE, ECONOMIC DEVELOPMENT AND TOURISM
THE MINISTER OF HEALTH
THE MINISTER OF HUMAN SETTLEMENTS
THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING
THE MINISTER OF SOCIAL DEVELOPMENT
THE MINISTER OF TRANSPORT AND PUBLIC WORKS

THE SPEAKER: PROVINCIAL PARLIAMENT
THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY)
THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (DR JC STEGMANN)
THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (DR GA LAWRENCE)
THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)
THE ACCOUNTING OFFICER: VOTE 6: HEALTH (PROF KC HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR G RAS)
THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)
THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR J FOURIE)
THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)
THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (DR H FAST)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUY)
THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)
THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)
THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)
THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)
THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)
THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR AA GAFFOOR)
THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)
THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)
THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)
THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS) (ACTING)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MS M MOROKA)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR N FLAATTEN) (ACTING)
THE CHIEF EXECUTIVE OFFICER: CAPE TOWN ROUTES UNLIMITED (DMO) (MR C GILFELLAN)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LANGUAGE COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE HERITAGE COMMISSION (MS J MOLELEKI)
THE CHIEF EXECUTIVE OFFICER: CASIDRA (MS T MLONYENI) (ACTING)
THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR BOARD (MR S FOURIE)

} For information

THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR A PRESTON)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR I BLACKIE)
THE CHIEF FINANCIAL OFFICER: CAPE TOWN ROUTES UNLIMITED (DMO) (MR H BONESCHANS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE COMMISSION (MS B RUTGERS)
THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)
THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR BOARD (MS M ABRAHAMS)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (DR JC STEGMANN)
THE HEAD: BRANCH FISCAL AND ECONOMIC SERVICES (MR H MALILA)
THE HEAD: BRANCH GOVERNANCE AND ASSET MANAGEMENT (VACANT)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: LOCAL GOVERNMENT FINANCE (MR TC ARENDE)
THE HEAD: FINANCIAL GOVERNANCE (MR A HARDIEN)
THE HEAD: ASSET MANAGEMENT (MS N EBRAHIM) (ACTING)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR A REDDY)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS L NGXONONO)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON-KORSTEN)
THE SENIOR MANAGER: BUDGET MANAGEMENT: LOCAL GOVERNMENT (MR ML BOOYSEN)
THE SENIOR MANAGER: PROVINCIAL GOVERNMENT FINANCE (MS A PICK)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP ONE) (MR F SABBAT)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS C HORTON)
THE SENIOR MANAGER: IMMOVEABLE ASSET MANAGEMENT (MR NB LANGENHOVEN)
THE SENIOR MANAGER: MOVEABLE ASSET MANAGEMENT (MS N EBRAHIM)
THE SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A BASTIAANSE)
THE SENIOR MANAGER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)
THE HEAD: OFFICE OF THE FINANCE MINISTRY (MS T EVANS)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 JULY 2012 – 31 DECEMBER 2012

1. PURPOSE

The purpose of this circular is to inform departments of the nomination process, service standards, training program and departmental arrangements applicable to training interventions by Provincial Treasury for the period 1 July 2012 – 31 December 2012.

2. NOMINATION PROCESS

- It is the responsibility of departments to ensure that the training needs of officials especially in accordance with their system profile are addressed as high priority.
- To assist Accounting Officers to determine training needs/gaps, a list of all officials trained in the department is made available annually or on request.
- Departments must further ensure that these candidates and their supervisors are informed timeously of course dates in order to make the necessary arrangements to attend.
- **The Corporate Services Centre: Human Resource Management directorate within the Department of the Premier has conducted a training needs analysis with regard to PERSAL for the Departments of Health, Education and Premier. All PERSAL courses scheduled as per annexure D are for core PERSAL users of these departments. No nominations from these three departments will be accepted as the Human Resource Management directorate mentioned above, will do the nominations and coordinate all the PERSAL training in conjunction with Health and Education.**

All other nominations for PERSAL courses will be dealt with as per normal nomination process and courses will be scheduled according to the need.

- **PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL YOU RECEIVED A CONFIRMATION LETTER FROM THIS OFFICE.**
- **Attendance of courses must be confirmed at least 5 working days prior to the commencement of the course.** Likewise the Provincial Treasury must be informed at least 5 working days prior to the commencement of the course of any withdrawals. Suitable replacements must be arranged in co-operation with Provincial Treasury.
- Course nominations should reach the Provincial Treasury on or before **18 May 2012** at **Fax no. (021) 483 7668/3163** or e-mailed to:

Persal nominations to **Ms V Mntuyedwa:**
Valencia.Mntuyedwa@pgwc.gov.za

All other nominations to **Ms C Grundling:**
Cornette.Grundling@pgwc.gov.za

- It is of utmost importance that all nominated official's **Persal and Identity numbers, Race and Gender** be entered on the nomination list (attached as Annexure A). Reporting requirements with regard to the Workplace Skills Plan necessitates more detailed information regarding officials trained. This information has no influence on the selection criteria and will only be utilised for statistical purposes to update the database of Directorate: Supporting and Interlinked Financial Systems. **Nominations without Persal numbers will NOT be considered.**

3. SERVICE STANDARDS

The Provincial Treasury commits itself to ensure that:

- Letters of acceptance to courses will be issued 15 working days prior to commencement of the course (In respect of originally nominated officials).
- Certificates to successful candidates as well as result letters will be issued within 2 months after completion of the course, to all attendees.
- Letters of attendance will be issued within 2 months.

4. TRAINING PROGRAMME

Attached hereto is the individual training programs and prospectus for LOGIS (Annexure B), BAS (Annexure C), PERSAL (Annexure D), VULINDLELA (Annexure E), AFS (Annexure F), Supply Chain Management (Annexure G) and APP (Annexure H) for the period 1 July 2012 – 31 December 2012. This program gives a clear indication of the various courses, relevant dates and venues of where the courses will be presented.

Please note that scheduled courses are subject to change based on nominations received.

It is important to note that as all Departments are on LOGIS, and all payments for goods and services must be paid through that system, courses in Sundry Payments and Creditors Cycle for BAS, will be presented on an ad-hoc basis, only on request.

5. DEPARTMENTAL ARRANGEMENTS

Departments will be responsible for their own travelling arrangements to ensure that course attendees arrive on time.

Tea and coffee will be provided at all venues.

With regard to Kromme Rhee and Die Bult (George), the Provincial Treasury will be responsible for the arrangements of tea/coffee and meals while the respective departments will be responsible for these costs. **Should you require accommodation at Kromme Rhee, please indicate this on the confirmation form.**

6. Your assistance in ensuring that core system users are nominated for courses and that nominees do attend, will be greatly appreciated.

A handwritten signature in black ink, appearing to read 'A. Bastiaanse', with a long horizontal line extending to the right.

A BASTIAANSE

SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS

DATE: 17-04-2012

**DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
(LOGIS, BAS, PERSAL, VULINDLELA, AFS, SUPPLY CHAIN MANAGEMENT AND APP)**

NOMINATION LIST : COURSE:

DATE :

VENUE:

INSTITUTION/OFFICE/DIVISION:	
COMPLETE ADDRESS:	
SUPERVISOR'S NAME:	SIGNATURE OF SUPERVISOR:
TEL NUMBER:	FAX NUMBER:
E-MAIL ADDRESS:	

PLEASE COMPLETE PARTICULARS IN FULL IN BLOCK LETTERS, PER COURSE AND PER OFFICE

NO *	SURNAME	INITIALS	TITLE	RACE	GENDER	PERSAL NUMBER	ID NUMBER	RANK

*Number in order of priority by supervisor

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAM

DATE	COURSE	VENUE
2 – 6 July 2012	Payments	12 th floor, Golden Acre, Room 1
9 – 13 July 2012	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
16 – 20 July 2012	System Controller	12 th floor, Golden Acre, Room 1
16 – 20 July 2012	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 3
23 – 27 July 2012	Payments	Kromme Rhee 2
23 – 27 July 2012	Module 1 – Requesting and Procuring of Goods and Services	Die Bult, George
30 July – 3 August 2012	Payments	12 th floor, Golden Acre, Room 1
30 July – 3 August 2012	Asset Management for Asset Clerks	12 th floor, Golden Acre, Room 3
13 – 17 August 2012	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1
13 – 17 August 2012	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
13 – 17 August 2012	System Controller	Kromme Rhee 2
22 – 23 August 2012	Automated Cost Centre Manager and Clerks	12 th floor, Golden Acre, Room 1
20 – 24 August 2012	Module 2 – Provisioning of Goods and Services	Kromme Rhee 1
27 – 31 August 2012	Asset Management for Asset Clerks	Kromme Rhee 1
27 – 31 August 2012	Asset Management for Asset Clerks	Kromme Rhee 2
3 – 7 September 2012	BAS / LOGIS Reconciliation	12 th floor, Golden Acre, Room 1
3 – 7 September 2012	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1

DATE	COURSE	VENUE
3 – 7 September 2012	Module 1 – Requesting and Procuring of Goods and Services	Lentegeur Hospital
10 – 14 September 2012	Warehouse Management for Clerks	12 th floor, Golden Acre, Room 1
17 – 21 September 2012	Warehouse Management for Clerks	12 th floor, Golden Acre, Room 1
17 – 21 September 2012	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 3
25 – 26 September 2012	Automated Cost Centre Manager and Clerks	12 th floor, Golden Acre, Room 1
1 – 5 October 2012	System Controller	12 th floor, Golden Acre, Room 1
1 – 5 October 2012	Asset Management for Asset Clerks	Kromme Rhee 2
1 – 5 October 2012	Module 2 – Provisioning of Goods and Services	Lentegeur Hospital
8 – 12 October 2012	Module 2 – Provisioning of Goods and Services	Die Bult, George
15 – 19 October 2012	Asset Management for Asset Clerks	12 th floor, Golden Acre, Room 1
15 – 19 October 2012	Module 1 – Requesting and Procuring of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
22 – 26 October 2012	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
29 October – 2 November 2012	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1
29 October – 2 November 2012	BAS / LOGIS Reconciliation	Kromme Rhee 2
29 October – 2 November 2012	Payments	Lentegeur Hospital
5 – 9 November 2012	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1
5 – 9 November 2012	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
12 – 16 November 2012	Payments	12 th floor, Golden Acre, Room 1
19 – 23 November 2012	Warehouse Management for Clerks	12 th floor, Golden Acre, Room 1
19 – 23 November 2012	Payments	Die Bult, George

DATE	COURSE	VENUE
26 – 30 November 2012	Module 1 – Requesting and Procuring of Goods and Services	12 th floor, Golden Acre, Room 1
26 – 30 November 2012	Asset Management for Asset Clerks	Lentegeur Hospital
3 – 7 December 2012	Module 2 – Provisioning of Goods and Services	12 th floor, Golden Acre, Room 1

PROSPECTUS
CONTENTS

LOGISTICAL INFORMATION SYSTEM (LOGIS)

1. **System Controller (Store Set-up and Maintenance)**
2. **Module 1 – Requesting and Procuring of Goods and Services**
3. **Module 2 – Provisioning of Goods and Services**
4. **Advanced Provisioning and Procurement of Goods and Services**
5. **Payments**
6. **Asset Management for Asset Clerks**
7. **Advanced Asset and Inventory Management**
8. **Warehouse Management for Clerks**
9. **BAS/LOGIS Reconciliation**
10. **Automated Cost Centre Managers and Clerks**

SYSTEM CONTROLLER (STORE SET-UP AND MAINTENANCE)

Objective

To equip System Controllers and Sub-System Controllers in the departments with the necessary skills and knowledge to manage the LOGIS application as a Supply Chain Management tool thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS User Type 4

Pre-requisites

Nominees must be computer literate.

Contents

Store Infrastructure and Maintenance
Creating of cost centres and asset locations
Creating, authorisation and maintenance of item records
Maintenance of security profiles

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MODULE 1 – REQUESTING AND PROCUREMENT OF GOODS AND SERVICES

Objective

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the department, thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS user types 4
Supply Chain Management officials

Pre-requisites

Nominees must be computer literate.

Contents

Creating and Authorisation of Item records
Capturing and Authorisation of requisitions
Procurement Advice Approval
Order Authorisation
Petty Cash purchases
Enquiry functions

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MODULE 2 – PROVISIONING OF GOODS AND SERVICES

Objective

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the department, thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS user types 4
Supply Chain Management officials

Pre-requisites

Completion of Module 1 (Requesting and Procurement of Goods and Services)
Nominees must be computer literate.

Contents

Issuing and Receipt of goods and services
Automatic Stock allocation
Maintenance of Assets
Enquiry functions
Petty Cash Receipts

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

ADVANCED PROVISIONING AND PROCUREMENT OF GOODS AND SERVICES

Objective:

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the LOGIS application in the day-to-day operations of the department, thus ensuring that the information provided by the system is valid, complete and reliable.

Target group:

LOGIS user types 4
Supply Chain Management officials

Pre-requisites:

Nominees should have successfully completed Module 1 (Requisition and Procurement of Goods and Services) and Module 2 (Provisioning of Goods and Services) or have practical experience in LOGIS processes.

Contents

Creating and Authorisation of Item records
Capturing and Authorisation of requisitions
Procurement Advice Approval
Order Authorisation
Issuing and Receipt of goods and services
Maintenance of Assets
Provisioning and Procurement reports
Enquiry functions
Petty Cash transaction via LOGIS

Training methods:

Lectures/facilitation
Case studies and practical exercises

Duration of course:

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PAYMENTS

Objective

To equip Supply Chain Management personnel and Finance Personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the department thus ensuring that the information provided by the system is valid, complete and reliable.

Target group

LOGIS user types 4

Supply Chain Management Personnel (Payments) and Finance officials

Pre-requisites

Nominees must be computer literate.

Contents

Capturing of invoices

Capturing and authorisation of credit notes and disallowances

Payment of goods and services procured via LOGIS

Enquiry functions

Training methods:

Lectures/facilitation

Case studies and practical exercises

Duration of course:

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

ASSET MANAGEMENT FOR ASSET CLERKS

Objective:

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the departments thus ensuring that the information provided by the system is valid, complete and reliable.

Target group:

LOGIS user types 4
Asset Management officials

Pre-requisites:

Nominees must be computer literate

Contents

Stock take and Disposal processes
Capturing and Authorisation of Balance Adjustments
Capturing of asset movements
Merge transaction capturing and authorisation
Maintenance and Repairs of assets
Reports
Enquiry functions

Training methods:

Lectures/facilitation
Case studies and practical exercises

Duration of course:

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

ADVANCED ASSET AND INVENTORY MANAGEMENT

Objective:

To equip Supply Chain Management personnel in the departments with the necessary skills and knowledge relating to the application of LOGIS in the day-to-day operations of the departments thus ensuring that the information provided by the system is valid, complete and reliable.

Target group:

LOGIS user types 4
Asset Management officials

Pre-requisites:

Practical experience in the asset and inventory management processes
Nominees must be computer literate

Contents

Asset and Inventory management theory
Stock take processes
Donations
Disposal Management
Reports
Enquiry functions

Training methods:

Lectures/facilitation
Case studies and practical exercises

Duration of course:

Five working days, from 08:30 to 15:30

Evaluation:

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

WAREHOUSE MANAGEMENT FOR CLERKS

Objective

To equip Warehouse Clerks in the departments with the necessary skills and knowledge relating to basic warehouse management skills.

Target group

LOGIS user types 4

Pre-requisites

Nominees must be computer literate.

Contents

Capturing of receipts and issues
Updating of bin cards
Stock take processes with regard to inventory
Enquiry functions

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

BAS/LOGIS RECONCILIATION

Objective

To equip Asset Managers in the departments with the necessary skills and knowledge relating to BAS/LOGIS Reconciliation skills.

Target group

Asset Managers & Asset Clerks

Pre-requisites

Nominees must be computer literate.

Contents

Interpretation of Asset reports (DWA1, DWA4, DWM1, DWM4)
Interpretation of Bas Detail Report
Identification of Differences
Interpretation of Differences
Completion of BAS/LOGIS Reconciliation certificate

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

AUTOMATED COST CENTRE MANAGERS AND CLERKS

Objective

To equip Cost Centre Clerks and Managers (Chief users) in the departments with the necessary skills and knowledge relating to the online requisitioning and approval of requests for goods and services for the component.

Target group

LOGIS user types 5
Cost Centre Clerks and Managers

Pre-requisites

Nominees must be computer literate.

Contents

Online requisitioning and approval of requests for goods and services
Enquiry Functions

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Two working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAM

DATE	COURSE	VENUE
2 – 6 July 2012	Introduction to BAS	12 th floor, Golden Acre, Room 2
9 – 13 July 2012	Cash Receipts (Practical)	Kromme Rhee 2
10 – 13 July 2012	Orientation in Finance	Provincial Lab Chiappini str Cape Town
16 – 20 July 2012	Introduction to BAS	12 th floor, Golden Acre, Room 2
16 – 20 July 2012	Reports	Kromme Rhee 1
23 – 27 July 2012	Introduction to BAS	12 th floor, Golden Acre, Room 2
30 July – 3 August 2012	Debts	12 th floor, Golden Acre, Room 2
30 July – 3 August 2012	Journals	HRD Centre, Brewelskloof Hospital, Worcester
13 – 17 August 2012	Journals	12 th floor, Golden Acre, Room 2
21 – 24 August 2012	Orientation in Finance	Provincial Lab Chiappini str Cape Town
20 – 24 August 2012	Cash Receipts (Practical)	Die Bult, George
27 – 31 August 2012	Cash Receipts (Practical)	12 th floor, Golden Acre, Room 2
27 – 31 August 2012	Introduction to BAS	Lentegeur Hospital
3 – 7 September 2012	Journals	12 th floor, Golden Acre, Room 2
3 – 7 September 2012	Reports	Kromme Rhee 2
10 – 14 September 2012	Cash Receipts (Practical)	12 th floor, Golden Acre, Room 2
17 – 21 September 2012	Reports	12 th floor, Golden Acre, Room 2
17 – 21 September 2012	Debts	Die Bult, George
25 – 28 September 2012	Orientation in Finance	Provincial Lab Chiappini str Cape Town

DATE	COURSE	VENUE
1 – 5 October 2012	Debts	12 th floor, Golden Acre, Room 2
2 – 5 October 2012	Orientation in Finance	Provincial Lab Chiappini str Cape Town
8 – 12 October 2012	Reports	12 th floor, Golden Acre, Room 2
9 – 12 October 2012	Orientation in Finance	Provincial Lab Chiappini str Cape Town
15 – 19 October 2012	Journals	12 th floor, Golden Acre, Room 2
15 – 19 October 2012	Debts	12 th floor, Golden Acre, Room 3
22 – 26 October 2012	Introduction to BAS	12 th floor, Golden Acre, Room 2
23 – 26 October 2012	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	12 th floor, Golden Acre, Room 3
29 October – 2 November 2012	Journals	12 th floor, Golden Acre, Room 2
29 October – 2 November 2012	Reports	Die Bult, George
5 – 9 November 2012	Reports	12 th floor, Golden Acre, Room 2
6 – 9 November 2012	Orientation in Finance	HRD Centre, Brewelskloof Hospital, Worcester
12 – 16 November 2012	Journals	12 th floor, Golden Acre, Room 2
12 – 16 November 2012	Journals	Kromme Rhee 1
19 – 23 November 2012	Cash Receipts (Practical)	12 th floor, Golden Acre, Room 2
19 – 23 November 2012	Introduction to BAS	Kromme Rhee 1
27 – 30 November 2012	Cash Receipts for capturer's, authorizer's and supervisor's (Theory)	12 th floor, Golden Acre, Room 2
26 – 30 November 2012	Reports	Kromme Rhee 1
3 – 7 December 2012	Introduction to BAS	Kromme Rhee 1

PROSPECTUS
CONTENTS

BAS ACCOUNTING SYSTEM (BAS)

1. Orientation in Finance
2. Introduction to BAS
3. Cash Receipts for capturer's, authorizer's and supervisor's (Theory)
4. Cash Receipts (Practical)
5. Journals
6. Reports
7. Debts
8. Sundry Payments
9. Creditor Cycle
10. Budgets (Capturing of Budgets on BAS – only on request)

ORIENTATION IN FINANCE

Objective

To introduce Financial Legislature, Provincial Government Structures and BAS to officials.

Target Group

All newcomers to the Provincial Government Western Cape, who deal directly with financial matters, or who through line functions, deal indirectly with financial matters. All officials who are currently dealing directly or indirectly with financial matters, but who have never attended a course on the Basic Accounting System.

Pre-requisites

None

Contents

Financial Role Players

Prescripts –
Public Finance Management Act.
National Treasury Regulations
Provincial Treasury Instructions
Departmental Instructions

Background and terminology of the Basic Accounting System

Training methods

Presentation/facilitation
Study handouts

Duration of course

Four working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

INTRODUCTION TO THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To familiarise officials with the fundamentals of the Basic Accounting System (BAS).

Target Group

All newcomers to the Provincial Government Western Cape, who deal directly with financial matters, or who through line functions, deal indirectly with financial matters. All officials who are currently dealing directly or indirectly with financial matters, but who have never attended a course on the Basic Accounting System.

Pre-requisites

None

Contents

Background and scope.
Layout and terminology.
Roll Players.
Security and workflow management.
Code structure and SCOA.
Login procedure.
Allocation and Default allocations.

Training methods

Presentation/facilitation
Study handouts

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

CASH RECEIPTS FOR CAPTURER'S, AUTHORIZER'S AND SUPERVISOR'S (THEORY)

Objective

To improve the knowledge and insight of all officials of the various departments of the Provincial Government of the Western Cape with regard to the Financial Procedures bookkeeping transactions and reports with regard to the cash receipt functionality on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape who **perform** the duty of cashier or relief cashier, **authorizer's** of these functionality's, as well as **supervisors** to whom they report.

Pre-requisites

None

Contents

Payment methods

Completion/issuing (manual) of receipts including, depositing of money, cash inspections, shortages and surpluses, handing over procedures

Accounting procedures

Functional Reports (interpretation)

Financial Reports (interpretation)

Training Methods

Lectures/facilitation

Completion of forms

Interpretation of printed reports

Duration of Course

Four working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

CASH RECEIPTS ON THE BASIC ACCOUNTING SYSTEM (PRACTICAL)

Objective

To improve the knowledge and insight of all officials of the various departments of the Provincial Government of the Western Cape with regard to the Cashier functionality (capturer's and authoriser's) on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape who **perform** the duty of cashier or relief cashier, **authoriser's** of these functionality's, as well as **supervisors** to whom they report.

Pre-requisites

Nominees must be computer literate.

Contents

Overview of Revenue Process.
Practical Training on:
Capturing of Receipts
Canceling of Receipts
Maintenance of Pending Receipts
Deposit Close off
Deposit Day End
Authorising and Rejecting Cancelled Receipts
Deposit Confirmation
Canceling a Deposit
Amend Erroneous Receipts

Requesting and reading of the following :-

Deposit Advice
Receipt Detail
Register of Cheques
Register of Deposits
Register of Receipts

Training Methods

Lectures/facilitation
Case studies and practical exercises

Duration of Course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

JOURNALS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials from the various Departments in the Provincial Government Western Cape with regard to the General and Special Journal functionality as well as interpretation and clearing of the relevant Financial Reports on the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape involved with the **capturing** and **authorisation** of General and Special Journals and the clearing of ledger accounts as well as their **supervisors and managers**.

Pre-requisites

Nominees must be computer literate.

Contents

Role players and Responsibilities
Types of Journals
BAS General Journal Input form
Capturing a General Journal
Capturing General Journal with a Matching field
Capturing a General Journal with a Default Allocation
Capturing and Maintaining an Incomplete General Journal
Capturing and Maintaining a Pending General Journal
Searching and Cancellation of a General Journal
Authorisation and Rejection of a General Journal
Maintaining a Rejected General Journal
Capturing of Special Journals
Authorisation and Rejection of a Special Journals

Practical Training on the requesting, interpretation and matching of :-
Journal Reports
Matching report
Detail report

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

REPORTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials of the various Departments of the Provincial Government Western Cape with regard to the Financial, Functional and other reports that may be drawn from the Basic Accounting System (BAS).

Target Group

All officials of the Provincial Government Western Cape involved with financial administration as capturers, supervisors and managers within the respective departments.

Pre-requisite

Nominees must be computer literate.

Contents

An overview of all BAS reports and their use's.

How to draw functional reports.

How to draw financial reports.

Viewing, downloading and printing of reports.

Reading and interpretation of reports.

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of Course

Five working days, from 8:30 to 15:30.

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

DEBT ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To improve the knowledge and insight of officials from the various Departments in the Provincial Government Western Cape with regards to the Debt functionality on the Basic Accounting System (BAS).

Target group

All officials of the Provincial Government Western Cape involved with Debt take on and maintenance, as well as their **Supervisors**.

Pre-requisites

Nominees must be computer literate.

Contents

Role players and Responsibilities
BAS Debt Input forms
BAS Sign on/off procedures
Debt Agreement Capturing/Authorization
Increase Debt
Decrease Debt
Decrease Debt to zero
Change Interest Start date
Change Installment
Transaction Maintenance
Transaction Authorization/Rejection
Debt Interest Detail
Accounting Transactions
Debt Reports

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

SUNDRY PAYMENTS ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To introduce, familiarize and enhance the knowledge and insight of officials of the various departments of the Provincial Government Western Cape in respect of the Sundry Cycle Management and Payment functionality on the Basic Accounting System.

Target Group

All officials of the Provincial Government Western Cape involved with the capturing, authorising and monitoring of recurring and sundry payments within their respective departments as well as their supervisors.

Pre-requisite

Nominees must be computer literate.

Contents

Terminology pertaining to sundry cycle
Recurring payments
Creating a template
Authorising of a template
Authoring of an over-expenditure for a template
Capturing/authorising a payment with a template
Sundry payments
Capturing of a sundry payment
Authorising a sundry payment
Authorising over-expenditure for a sundry payment
Credit notes
BAS input forms for sundry cycle
Utilization of the enquiry function regarding sundry cycle
Reports

Training Method

Lectures/facilitation
Case studies and practical exercises

Duration:

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

CREDITORS CYCLE ON THE BASIC ACCOUNTING SYSTEM (BAS)

Objective

To introduce, familiarise and enhance the knowledge and insight of officials of the various departments of the Provincial Government Western Cape utilising the Creditors Cycle Management and Purchase Order Payment functionality on the Basic Accounting System. This functionality does not include departments utilising LOGIS.

Target Group

All officials of the Provincial Government Western Cape involved with the **capturing, authorising** and **monitoring** of purchase orders payments within their respective departments, as well as their **supervisors**.

Pre-requisites

Nominees must be computer literate.

Contents

Terminology pertaining to creditors cycle

Creditor Management

Purchase Order Maintenance

Purchase Order Authorization

Purchase Order over expenditure authorization

Credit Note Maintenance

Credit Note Authorization

Creditors Payments

Capturing of a payment

Authorising a payment

Authoring over-expenditure for a payment

BAS input forms for creditors cycle

Utilization of the enquiry function regarding purchase orders

Functional Reports

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration:

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

BUDGETS – CAPTURING AND MANAGEMENT ON BAS

Objective

To teach officials how to capture budgets on the Basic Accounting System (BAS), and how to do amendments to the budget figure's.

Target Group

All officials of the Provincial Government Western Cape who **perform** the duty of Budget Controller, the **supervisors** to whom they report, and Senior Management involved in the budgeting process.

Pre-requisites

Nominees must be computer literate.

Contents

Introduction
Definition
Learning Objectives
Role players
Laws and Regulations
The budget cycle
Key areas

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

Four working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

DATE	COURSE	VENUE
2 – 6 July 2012	Introduction	12 th floor, Golden Acre, Room 3
9 – 13 July 2012	Introduction	Kromme Rhee 1
23 – 27 July 2012	Introduction	12 th floor, Golden Acre, Room 1
23 – 27 July 2012	Leave Administration	12 th floor, Golden Acre, Room 3
30 July – 3 August 2012	Introduction	Kromme Rhee 1
13 – 17 August 2012	Salary Administration	12 th floor, Golden Acre, Room 3
27 – 31 August 2012	Introduction	12 th floor, Golden Acre, Room 1
27 – 31 August 2012	Leave Administration	12 th floor, Golden Acre, Room 3
3 – 7 September 2012	Introduction	12 th floor, Golden Acre, Room 3
10 – 14 September 2012	Salary Administration	12 th floor, Golden Acre, Room 3
17 – 21 September 2012	Introduction	Kromme Rhee 1
17 – 21 September 2012	Personnel Administration	Kromme Rhee 2
26 – 27 September 2012	Overview of Persal and Reports	12 th floor, Golden Acre, Room 2
26 – 27 September 2012	Overview of Persal and Reports	12 th floor, Golden Acre, Room 3
1 – 5 October 2012	Introduction	12 th floor, Golden Acre, Room 3
1 – 5 October 2012	Personnel Administration	HRD Centre, Brewelskloof Hospital, Worcester
15 – 19 October 2012	Leave Administration	Kromme Rhee 1
15 – 19 October 2012	Salary Administration	Kromme Rhee 2
29 October – 2 November 2012	Introduction	12 th floor, Golden Acre, Room 3
29 October – 2 November 2012	State Guarantee	Kromme Rhee 1
12 – 16 November 2012	Leave Administration	12 th floor, Golden Acre, Room 3
12 – 16 November 2012	Introduction	Kromme Rhee 2

DATE	COURSE	VENUE
19 – 23 November 2012	Personnel Administration	12 th floor, Golden Acre, Room 3
26 – 30 November 2012	Leave Administration	12 th floor, Golden Acre, Room 3
26 – 30 November 2012	Salary Administration	Kromme Rhee 2
3 – 7 December 2012	Introduction	12 th floor, Golden Acre, Room 3
10 – 14 December 2012	Introduction	12 th floor, Golden Acre, Room 3

THE PERSAL INTRODUCTION COURSE IS COMPULSORY FOR USERS WHO HAVE LESS THAN 2 YEARS WORKING EXPERIENCE ON PERSAL.

PROSPECTUS
CONTENTS

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

1. Introduction to Persal
2. Persal Personnel Administration
3. Persal Leave Administration
4. Persal Salary Administration
5. Persal Service Termination
6. Persal Labour Relations
7. Persal Establishment
8. Overview of Persal and Reports

The Corporate Services Centre: Human Resource Management directorate within the Department of the Premier has conducted a training needs analysis with regard to PERSAL for the Departments of Health, Education and Premier. All PERSAL courses scheduled as per annexure D are for core PERSAL users of these departments. No nominations from these three departments will be accepted as the Human Resource Management directorate mentioned above, will do the nominations and coordinate all the PERSAL training in conjunction with Health and Education.

All other nominations for PERSAL courses will be dealt with as per normal nomination process and courses will be scheduled according to the need.

INTRODUCTION TO PERSAL

Objective

To introduce the Persal system to new users, to promote the effective and efficient utilisation of the system and to enhance the skills of present Persal users.

Target Group

Officials who utilises the Persal system in performing their day-to-day tasks.

Pre-requisites

Nominees must be computer literate.

Nominees must be familiar with current legislature and policies surrounding personnel and salary administration.

Nominees should have a working knowledge of the administrative processes and terminology of the Public Service.

Contents

Background/Introduction

Keyboard orientation and logging on and off procedures

Table and Codes

Enquiries on tables and Codes in the Central and Department Code files

Enquiries on Suspense and Transaction files

Personnel and Salary enquiries

Training methods:

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

This course is compulsory for users who have less than 2 years working experience on PERSAL.

PERSAL PERSONNEL ADMINISTRATION

Objective

To enhance the skills of users responsible for Personnel Administration within the Department.

Target Group

Officials responsible for appointments and general Personnel Administration.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard of Personnel Administration.

Contents

Overview of Introduction on Persal

Personnel provisioning

General Personnel Administration

Personnel Utilisation

Basic Information

Extraordinary appointments

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 08:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL LEAVE ADMINISTRATION

Objective

To enhance the skills of users responsible for Persal Leave Administration.

Target Group

Officials responsible for Leave Administration on Persal.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must be familiar with PILAR processes.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Leave Administration.

Content

Overview of Introduction to Persal

Advising of leave accruals

Enquiry: leave credits

Amend leave credits

Leave transactions

Report: Leave Information

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL SALARY ADMINISTRATION

Objective

To enhance the skills of users responsible for Salary Administration.

Target Group

Officials responsible for the Salary Administration on Persal.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Salary Administration.

Contents

Overview of Introduction to Persal

Basic Particulars

Allowances and Earnings

Deductions

Extraordinary appointments

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL SERVICE TERMINATION

Objective

To enhance the skills of users responsible for Service Terminations.

Target Group

All officials responsible for the administration of service terminations on Persal.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Service Termination.

Contents

Overview of Introduction to Persal

Resignations

Abscondments

Retirement (Normal/Early)

Medical Retirement

Bereavement (Death)

Severance Packages

Withdrawal of Pension Fund (Z102)

Approval of Z102 for interface to Pensions

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

PERSAL LABOUR RELATIONS

Objective

To enhance the skill users responsible for Labour Relations within Department.

Target Group

This course is aimed at all officials responsible for the capturing of Labour Relations issues.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to Persal Labour Relations.

Contents

Grievances and representations

Progressive disciplinary actions

Suspensions

Labour relations registered

Training Methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

No evaluation is necessary.

PERSAL ESTABLISHMENT

Objective

To enhance the skills of users responsible for the maintenance of the establishment administration within the Department.

Target Group

Officials at present responsible for the maintenance of establishment.

Pre-requisites

Nominees must be computer literate.

Nominees must have successfully completed the Introduction to Persal course.

Nominees must have a working knowledge of legislation, policies and procedures with regard to establishment.

Contents

Overview of Introduction to Persal

Introduction to establishments

Organisational structure administration

Establishment administration

Training methods

Lectures/facilitation

Case studies and practical exercises

Duration of course

Five working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

OVERVIEW OF PERSAL AND REPORTS

Objective

To familiarize all officials of the various departments of the Provincial Government of the Western Cape of various Persal Reports.

To provide managers with an overview of the Persal System reports.

Target Group

The session is aimed at all managers in the Provincial Government Western Cape, who deal directly or indirectly with reports.

Pre-requisites

Nominees must be computer literate.

Contents

Background and terminology of the Persal System
Establishment Reports
Personnel Administration Reports
Salary Reports
Management Information Reports
Ad Hoc Reports
Report Enquiry
Exception Reports

Training methods

Presentation
Exercises on training database

Duration of course

Two working days, from 08:30 to 15:30

Evaluation

No evaluation is necessary.

MANAGEMENT INFORMATION SYSTEM (VULINDLELA)

Objective

To equip managers and supervisors, throughout the province, to use the system, which will place them in a position to make informed decisions based on up to date Financial (BAS), Human Resource (PERSAL) and Supply Chain Management (LOGIS) information, pertaining to their Department, Program, sub-program etc.

Target group

Managers and supervisors

Pre-requisites

Nominees must be computer literate.

Contents

How to navigate within the application, which includes logon procedure, viewing of reports on various levels, printing of reports, export/download reports to e.g. Excel, online help facility, passwords and troubleshooting.

Training methods

Lectures/facilitation
Case studies and practical exercises

Duration of course

One working day, from 08:30 to 15:30

Evaluation

No evaluation is necessary. A letter of attendance will be issued by the Provincial Treasury.

DATES AND VENUES TO BE DETERMINED FROM THE NUMBER OF NOMINATIONS RECEIVED.

ANNUAL FINANCIAL STATEMENTS (AFS)

DATE	COURSE	VENUE
7 – 8 August 2012	Introduction to the Compilation of Annual Financial Statements	Kromme Rhee 1 & 2
26 – 27 September 2012	Intermediate Capital Selecta on Financial Accounting	Kromme Rhee 1 & 2

INTRODUCTION TO THE COMPILATION OF ANNUAL FINANCIAL STATEMENTS (AFS)

Objective

To introduce the preparation of Annual Financial Statements (AFS) in Provincial Government to officials.

Target Group

All newcomers to the Provincial Government Western Cape who deal directly with financial statements, or who through line functions, deal indirectly with financial statements. All officials currently dealing directly or indirectly with financial statements but have never attended a course on the compilation of annual financial statements.

Pre-requisites

Basic Accounting background.

Contents

Background and terminology of the statements
Steps to compile the statements
Preparation guide issued by National Treasury
Reports required to compile statements
AFS Excel Template issued by National Treasury
Departmental Instructions
Public Finance Management Act.

Training methods

Presentation/facilitation
Study handouts

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

INTERMEDIATE CAPITA SELECTA ON FINANCIAL ACCOUNTING

Objective

To train government officials on selected financial accounting areas that should lead to improved financial information and reporting in Annual Financial Statements (AFS)/Interim Financial Statements (IFS) and In-Year Monitoring (IYM).

Target Group

For all officials of departments who have completed the AFS Template training course in the Provincial Government Western Cape who deal with financial accounting, or who through line functions, deal indirectly with financial statements.

Pre-requisites

Advanced accounting background.
Sound knowledge of SCoA.

Contents

- 1. Introduction**
 - GRAP vs Modified Cash basis of accounting
- 2. Leases: Disclosure of leases**
 - 2.1 Operating Leases
 - 2.2 Finance leases
 - 2.3 Amortisation table
- 3. Opening and year-end transactions**
 - 3.1 Revenue (Budget)
 - 3.2 Expenditure
 - 3.3 Suspense accounts
- 4. Accounting and disclosing of assets**
 - 4.1 Major assets
 - 4.1.1 Acquisition
 - 4.1.2 Disposal
 - 4.1.3 Stock take
 - 4.2 Minor assets
 - 4.2.1 Acquisition
 - 4.2.2 Disposal
 - 4.2.3 Stock take
 - 4.3 Inventory
 - 4.3.1 Stock take
- 5. Audit process**
 - 5.1 Audit steering committee
 - 5.2 Audit queries
 - 5.3 Audit qualifications
 - 5.4 Material misstatements
 - 5.5 Final closure (BAS)

6. Related party disclosures

- 6.1 Identifying related parties
- 6.2 Disclosure – related party transactions
- 6.3 GRAP 2 - related party disclosure

Training methods

Presentation/facilitation
Power point presentation
Study handouts

Duration of course

Two working days, from 8:30 to 15:30

Evaluation

A test will be written on the last day of the course. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

MOVEABLE ASSET MANAGEMENT**SUPPLY CHAIN MANAGEMENT**

DATE	COURSE	VENUE
25 – 27 July 2012	Supply Chain Management	Kromme Rhee
3 – 5 October 2012	Supply Chain Management	Kromme Rhee

MOVEABLE ASSET MANAGEMENT

SUPPLY CHAIN MANAGEMENT

Objective

To provide training, and understanding of the legislation and prescripts governing supply chain management and procurement, and also to provide best practices in order for trainees to have a better understanding of the concepts and the application thereof.

Target group

Officials who are directly or indirectly involved in the procurement and provisioning of goods and services within the government sphere.

Pre-requisites

Basic knowledge and understanding of the supply chain management processes.

Contents

Introduction to Supply Chain Management
Demand Management
Acquisition Management
Inventory and Logistics Management
Asset and Disposal Management
SCM Performance

Training methods

Presentation
Practical facilitation

Duration of course

Three working days, from 8:30 to 15:30

Evaluation

Participants will be expected to complete a short assessment at the end of the session. Attendees obtaining 70 % and higher will receive a certificate issued by the Provincial Treasury.

BUDGET MANAGEMENT

DEVELOPING USEFUL ANNUAL PERFORMANCE PLANS (APP)

Objective

To equip managers and planners in provincial departments and entities with the tools for the development of a useful Annual Performance Plan (APP) that reflects how the Department intends to translate outputs into outcomes, otherwise known as effectiveness.

Target group

Programme and sub-programme managers
Planners
M & E staff

Pre-requisites

Nominees should be involved in the planning and budget process of the Department.

Contents

Background to Strategic and Annual Performance Plans
Roles and Responsibilities
Oversight over implementation and reporting
Linkages between Plan and Budgets
IYM an QPR processes
Frameworks and Guidelines for useful APPs
Planning Concepts
The Provincial Government's Strategic Frameworks (Provincial Strategic Objectives)
Developing the Strategic Plan (SP) and Annual Performance Plan
Managing for results

Training methods

Presentation/facilitation
Practical exercises
Assignment

Duration of course

One working day, from 8:30 to 15:30

Evaluation

Workshop participation and submission of 1 assignment post workshop. Participants will receive a certificate of competence subsequent to fulfilling the requirements of the course, issued by the Provincial Treasury.

DATES AND VENUES TO BE DETERMINED FROM THE NUMBER OF NOMINATIONS RECEIVED.