PROVINSIALE TESOURIE • PROVINCIAL TREASURY • UNONDYEBO WEPHONDO

Verwysing
Reference
Isalathiso T14/4/2/2

Navrae
Enquiries
Imibuzo Ms C Grundling

TREASURY CIRCULAR 22/2010

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 HOUSING
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

ALL OTHER MEMBERS OF PARLIAMENT

For information

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)
THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR P WILLIAMS)
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 KG HOUSEHAM)
THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MS K LUBELWANA)
THE ACCOUNTING OFFICER: VOTE 8: HOUSING (MR M TSHANGANA)
THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR R ELLIS)
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 J PETERS)
THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)
THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR DP DANIELS)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR P O'BRIEN)
THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MR R HINDLEY) (ACTING)
THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)
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: HOUSING (MR D BASSON)
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 (MR D BASSON)

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 (MR TC ARENDSE) (ACTING)
THE HEAD: PUBLIC POLICY SERVICES (MR A PHILLIPS)
THE HEAD: PUBLIC FINANCE (MR H MALILA) (PRO TEM)
THE HEAD: FINANCIAL GOVERNANCE (MR A REDDY) (ACTING)
THE HEAD: ASSET MANAGEMENT (MR TD PILLAY)
THE CHIEF AUDIT EXECUTIVE (MS H ROBSON)
THE CHIEF FINANCIAL OFFICER (MR A GILDENHUYS)
THE SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT (MS PG PIEDT)
THE SENIOR MANAGER: ACCOUNTING SERVICES: PROVINCIAL GOVERNMENT (MR N VAN NIEKERK) (ACTING)
THE SENIOR MANAGER: ACCOUNTING SERVICES: LOCAL GOVERNMENT (MS N OLIPHANT)
THE SENIOR MANAGER: CORPORATE GOVERNANCE (MR B VINK)
THE SENIOR MANAGER: INTERNAL AUDIT: GOVERNANCE AND ADMINISTRATION CLUSTER (MS B CAIRNCROSS)
THE SENIOR MANAGER: INTERNAL AUDIT: SOCIAL CLUSTER (MR M MALULEKA)
THE SENIOR MANAGER: INTERNAL AUDIT: ECONOMIC CLUSTER (MR J RADEBE)
THE SENIOR MANAGER: BUDGET MANAGEMENT: PROVINCIAL GOVERNMENT (MS M SHERATON)
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 G PAULSE)
THE SENIOR MANAGER: LOCAL GOVERNMENT FINANCE (GROUP TWO) (MR M SIGABI)
THE SENIOR MANAGER: PUBLIC FINANCE POLICY RESEARCH AND MODELLING (MS A PICK) (PRO TEM)
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 HEAD: OFFICE OF THE MINISTRY (MS A SMIT)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: FINANCIAL MANAGEMENT

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CAPE TOWN 8000
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PROVINCIAL TREASURY INTEGRATED TRAINING PROGRAMME FOR THE PERIOD 1 JULY 2010 – 31 DECEMBER 2010

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 2010 – 31 December 2010.

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.
- **PLEASE NOTE THAT NOMINATIONS ARE NOT CONFIRMED UNTIL A CONFIRMATION LETTER FROM THIS OFFICE IS RECEIVED BY THE NOMINATED OFFICIAL.**
- **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 **31 May 2010**. These nominations can be faxed to: **Ms C Grundling, at Fax no. (021) 483 7668 or e-mailed to Cgrundli@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), IYM (Annexure G) and Governance in the Public Sector (Annexure H) for the period 1 July to 31 December 2010. 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 most 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 only on request be presented on an ad-hoc basis.

Please note that Integrated Human Resource and Persal (IHRAP) courses are not listed in this circular but are presented by Provincial Treasury (Persal) in conjunction with the Department of the Premier.

5. DEPARTMENTAL ARRANGEMENTS

Departments will be responsible for their own arrangements with regard to travelling, accommodation and meals at all venues with the exception of Kromme Rhee. Tea and coffee will be provided.

With regard to Kromme Rhee, the Provincial Treasury will be responsible for the arrangements of accommodation, 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 confirmation form.

6. FUTURE INTERVENTION

It is the intention of the Provincial Treasury to in future integrate all training interventions of its' different components.

7. Your assistance in ensuring that suitable candidates are nominated for courses and that nominees do attend, will be greatly appreciated.

A BASTIAANSE
SENIOR MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS
DATE: 03-05-2010

ANNEXURE A

DIRECTORATE: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (LOGIS, BAS, PERSAL, VULINDLELA, AFS, IYM AND GOVERNANCE IN THE PUBLIC SECTOR)

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	USER PROFILE/ROLE PLAYER

*Number in order of priority by supervisor

Annexure B

LOGISTICAL INFORMATION SYSTEM (LOGIS) TRAINING PROGRAM

DATE	COURSE	VENUE
5 – 9 July 2010	System Controller	12th floor, Golden Acre, Room 1
5 – 9 July 2010	System Controller	Kromme Rhee 2
12 - 16 July 2010	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
12 – 16 July 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
12 – 16 July 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 2
19 – 23 July 2010	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 1
19 – 23 July 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
26 – 30 July 2010	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 1
26 – 30 July 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
26 – 30 July 2010	Module 1 – Requesting and Procuring of Goods and Services	Die Bult, George
2 – 6 August 2010	Payments	12th floor, Golden Acre, Room 1
2 – 6 August 2010	Payments	Kromme Rhee 2
2 – 6 August 2010	Payments	HRD Centre, Brewelskloof Hospital, Worcester
16 – 20 August 2010	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 1
16 – 20 August 2010	Asset Management for Asset Clerks	HRD Centre, Brewelskloof Hospital, Worcester
16 – 20 August 2010	Payments	Multi Purpose Hall, Vredenburg Hospital
23 – 27 August 2010	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 1
23 – 27 August 2010	Asset Management for Asset Clerks	Kromme Rhee 2

DATE	COURSE	VENUE
30 August – 3 September 2010	System Controller	12th floor, Golden Acre, Room 1
30 August – 3 September 2010	System Controller	Kromme Rhee 1
30 August – 3 September 2010	Module 2 – Provisioning of Goods and Services	Die Bult, George
6 – 10 September 2010	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
6 – 10 September 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
13 – 17 September 2010	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1
13 – 17 September 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
13 – 17 September 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 2
27 September – 1 October 2010	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 1
27 September – 1 October 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 1
27 September – 1 October 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
4 – 8 October 2010	Payments	12th floor, Golden Acre, Room 1
4 – 8 October 2010	Payments	12th floor, Golden Acre, Room 3
4 – 8 October 2010	Payments	Kromme Rhee 2
4 – 8 October 2010	Payments	Die Bult, George
11 – 15 October 2010	Payments	12th floor, Golden Acre, Room 1
18 – 22 October 2010	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 1
18 – 22 October 2010	Asset Management for Asset Clerks	Kromme Rhee 1
18 – 22 October 2010	Asset Management for Asset Clerks	Kromme Rhee 2
25 – 29 October 2010	System Controller	12th floor, Golden Acre, Room 1
28– 29 October 2010	Automated Cost Centre Manager and Clerks	12th floor, Golden Acre, Room 2
1 – 5 November 2010	Module 1 – Requesting and Procuring of Goods and Services	12th floor, Golden Acre, Room 1

DATE	COURSE	VENUE
1 – 5 November 2010	Module 1 – Requesting and Procuring of Goods and Services	Kromme Rhee 1
1 – 5 November 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
8 – 12 November 2010	Module 2 – Provisioning of Goods and Services	12th floor, Golden Acre, Room 1
8 – 12 November 2010	Module 2 – Provisioning of Goods and Services	Kromme Rhee 2
15 – 19 November 2010	Asset and Inventory Management for Asset Clerks	Die Bult, George
15 – 19 November 2010	Module 1 – Requesting and Procuring of Goods and Services	HRD Centre, Brewelskloof Hospital, Worcester
22 – 26 November 2010	Payments	12th floor, Golden Acre, Room 1
22 – 26 November 2010	Payments	12th floor, Golden Acre, Room 2
22 – 26 November 2010	Payments	12th floor, Golden Acre, Room 3
29 November – 3 December 2010	Asset Management for Asset Clerks	12th floor, Golden Acre, Room 1
29 November – 3 December 2010	Asset Management for Asset Clerks	Kromme Rhee 2

Annexure B

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.	Asset and Inventory Management for Asset Managers
8.	Automated Cost Centre Managers and Clerks

Annexure B

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 System and Sub-System Controllers

Pre-requisites
Nominees must be computer literate.

Contents
Store Infrastructure and Maintenance

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.

Annexure B

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 3 and 4
Supply Chain Management officials

Pre-requisites
Nominees must be computer literate.

Contents
Requesting and Procuring of goods and services
Petty Cash purchases
Procurement 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.

Annexure B

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 3 and 4
Supply Chain Management officials

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

Contents
Provisioning of goods and services
Maintenance of Assets
Provisioning Reports
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.

Annexure B

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 3 and 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
Procuring and Provisioning of goods and services
Maintenance of Assets
Provisioning and Procurement reports
Enquiry functions
Petty Cash

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 3 and 4
Supply Chain Management Personnel (Payments) and Finance officials

Pre-requisites
Nominees must be computer literate.

Contents
Payment of goods and services procured via LOGIS
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.

ASSET IMANAGEMENT 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 3 and 4
Asset Management officials

Pre-requisites:
Nominees must be computer literate

Contents
Exercising control over assets from date of receipt to date of disposal
Exercising control over inventory from date of receipt to date of issue
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.

ASSET AND INVENTORY MANAGEMENT FOR ASSET MANAGERS

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 3 and 4
Asset Management officials

Pre-requisites:
Practical experience in the asset and inventory management processes
Nominees must be computer literate

Contents
Exercising control over assets from date of receipt to date of disposal
Exercising control over inventory from date of receipt to date of issue
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.

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.

Annexure C

BAS ACCOUNTING SYSTEM (BAS) TRAINING PROGRAM

DATE	COURSE	VENUE
5 – 9 July 2010	Journals and Financial Reports	12th floor, Golden Acre, Room 2
5 – 9 July 2010	Introduction to BAS	Teacher Centre, Molteno road, Claremont
12 – 16 July 2010	Journals and Financial Reports	12th floor, Golden Acre, Room 2
12 – 16 July 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Provincial Lab Chiappini str Cape Town
19 – 23 July 2010	Cash Receipts	12th floor, Golden Acre, Room 2
19 – 23 July 2010	Debts	Die Bult, George
26 – 30 July 2010	Orientation in Finance	12th floor, Golden Acre, Room 2
26 – 30 July 2010	Cash Receipts	HRD Centre, Brewelskloof Hospital, Worcester
2 – 6 August 2010	Orientation in Finance	12th floor, Golden Acre, Room 2
2 – 6 August 2010	Debts	Teacher Centre, Molteno road, Claremont
10 – 13 August 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	12th floor, Golden Acre, Room 2
10 – 13 August 2010	Orientation in Finance	HRD Centre, Brewelskloof Hospital, Worcester
16 – 20 August 2010	Introduction to BAS	12th floor, Golden Acre, Room 2
16 – 20 August 2010	Debts	Kromme Rhee 2
23 – 27 August 2010	Journals and Financial Reports	12th floor, Golden Acre, Room 2
23 – 27 August 2010	Introduction to BAS	Die Bult, George
30 August – 3 September 2010	Debts	12th floor, Golden Acre, Room 2
30 August – 3 September 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Provincial Lab Chiappini str Cape Town
6 – 10 September 2010	Cash Receipts	12th floor, Golden Acre, Room 2
6 – 10 September 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town

DATE	COURSE	VENUE
13 – 17 September 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	12th floor, Golden Acre, Room 2
13 – 17 September 2010	Introduction to BAS	Multi Purpose Hall, Vredenburg Hospital
13 – 17 September 2010	Journals and Financial Reports	HRD Centre, Brewelskloof Hospital, Worcester
27 September – 1 October 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town
27 September – 1 October 2010	Introduction to BAS	Die Bult, George
4 – 8 October 2010	Introduction to BAS	12th floor, Golden Acre, Room 2
4 – 8 October 2010	Debts	Multi Purpose Hall, Vredenburg Hospital
11 – 15 October 2010	Journals and Financial Reports	12th floor, Golden Acre, Room 2
11 – 15 October 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Teacher Centre, Molteno road, Claremont
18 – 22 October 2010	Cash Receipts	12th floor, Golden Acre, Room 2
18 – 22 October 2010	Introduction to BAS	Provincial Lab Chiappini str Cape Town
25 – 29 October 2010	Journals and Financial Reports	Kromme Rhee 2
25 – 29 October 2010	Orientation in Finance	HRD Centre, Brewelskloof Hospital, Worcester
1 – 5 November 2010	Debts	12th floor, Golden Acre, Room 2
1 – 5 November 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Die Bult, George
8 – 12 November 2010	Cash Receipts	12th floor, Golden Acre, Room 2
8 – 12 November 2010	Orientation in Finance	HRD Centre, Brewelskloof Hospital, Worcester
15 – 19 November 2010	Journals and Financial Reports	12th floor, Golden Acre, Room 2
15 – 19 November 2010	Debts	Teacher Centre, Molteno road, Claremont
22 – 26 November 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town
22 – 26 November 2010	Introduction to BAS	Kromme Rhee 2
29 November – 3 December 2010	Cash Receipts	12th floor, Golden Acre, Room 2

DATE	COURSE	VENUE
29 November – 3 December 2010	Cash Receipts	Kromme Rhee 1
29 November – 3 December 2010	Cash Receipts for Capturers, Authorizer's and Supervisors	Provincial Lab Chiappini str Cape Town
6 – 12 December 2010	Orientation in Finance	Provincial Lab Chiappini str Cape Town

Annexure C

PROSPECTUS
CONTENTS

BAS ACCOUNTING SYSTEM (BAS)

1. Orientation in Finance
2. Introduction to BAS
3. Cash Receipts for capturers, authorizers and supervisor (Theory)
4. Cash Receipts (Practical)
5. Journals & Financial Reports
6. Debts
7. Sundry Payments
8. Creditor Cycle

Annexure C

ORIENTATION IN FINANCE

INTRODUCTION TO FINANCIAL MANAGEMENT AND THE BASIC ACCOUNTING SYSTEM (BAS)

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.

Annexure C

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 CAPTURERS, AUTHORIZER'S AND SUPERVISORS (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 authorisor'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.**

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
A Matching report
Detail report

Training methods
Lectures/facilitation
Case studies and practical exercises

Duration of course
This course has been incorporated in the Journals & Financial Reports course, which has a duration of 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.

FINANCIAL 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 Reports functionality on the Basic Accounting System (BAS).

Target Group
All officials of the Provincial Government Western Cape involved with controlling and monitoring the income and expenditure process within the respective departments.

Pre-requisite
Nominees must be computer literate.

Contents
Requesting reports:
Expenses per month
Expenditure Control Commitments
Detail report
Matching report
Trial balance
Other available reports

Viewing, downloading and printing of reports

Reading and interpretation of reports

Training Methods
Lectures/facilitation
Case studies and practical exercises

Duration of Course
This course has been incorporated in the Journals & Reports course which has duration of 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.

Annexure C

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 Install ment
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.

Annexure C

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.

Annexure C

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.

Annexure D

PERSONNEL AND SALARY ADMINISTRATION SYSTEM (PERSAL)

DATE	COURSE	VENUE
5 – 9 July 2010	Persal Introduction	12th floor, Golden Acre, Room 3
5 – 9 July 2010	Persal Introduction	Kromme Rhee 1
12 – 16 July 2010	Persal Introduction	12th floor, Golden Acre, Room 3
12 – 16 July 2010	Persal Introduction	Die Bult, George
19 – 23 July 2010	Persal Salary Administration	12th floor, Golden Acre, Room 3
19 – 23 July 2010	Persal Personnel Administration	Kromme Rhee 1
26 – 30 July 2010	Persal Personnel Administration	12th floor, Golden Acre, Room 3
26 – 30 July 2010	Persal Salary Administration	Kromme Rhee 1
2 – 6 August 2010	Persal Introduction	12th floor, Golden Acre, Room 3
2 – 6 August 2010	Persal Introduction	Kromme Rhee 1
2 – 6 August 2010	Persal Introduction	Multi Purpose Hall, Vredenburg Hospital
16 – 20 August 2010	Persal Introduction	12th floor, Golden Acre, Room 3
16 – 20 August 2010	Persal Personnel Administration	Kromme Rhee 1
23 – 27 August 2010	Persal Personnel Administration	12th floor, Golden Acre, Room 3
23 – 27 August 2010	Persal Salary Administration	Kromme Rhee 1
30 August – 3 September 2010	Persal Introduction	12th floor, Golden Acre, Room 3
6 - 10 September 2010	Persal Introduction	12th floor, Golden Acre, Room 3
6 - 10 September 2010	Persal Introduction	HRD Centre, Brewelskloof Hospital, Worcester
13 – 17 September 2010	Persal Establishment	12th floor, Golden Acre, Room 3
27 September – 1 October 2010	Persal Personnel Administration	12th floor, Golden Acre, Room 2
27 September – 1 October 2010	Persal Salary Administration	12th floor, Golden Acre, Room 3
4 – 8 October 2010	Persal Introduction	Kromme Rhee 1
4 – 8 October 2010	Persal Introduction	ICT Training Facility, Kuilsriver
11 – 15 October 201	Persal Introduction	12th floor, Golden Acre, Room 3
DATE	**COURSE**	**VENUE**
11 – 15 October 201	Persal Introduction	Kromme Rhee 1
18 – 22 October 2010	Persal Salary Administration	12th floor, Golden Acre, Room 3

18 – 20 October 2010	Persal Leave Administration	Multi Purpose Hall, Vredenburg Hospital
21 – 22 October 2010	Persal Labour Relations	Multi Purpose Hall, Vredenburg Hospital
25 – 29 October 2010	Persal Personnel Administration	12th floor, Golden Acre, Room 3
25 – 29 October 2010	Persal Establishment	Kromme Rhee 1
1 – 5 November 2010	Persal Introduction	12th floor, Golden Acre, Room 3
1 – 5 November 2010	Persal Personnel Administration	HRD Centre, Brewelskloof Hospital, Worcester
8 – 12 November 2010	Persal Introduction	12th floor, Golden Acre, Room 3
8 – 12 November 2010	Persal Introduction	Kromme Rhee 1
15 – 19 November 2010	Persal Establishment	12th floor, Golden Acre, Room 1
15 – 17 November 2010	Persal Leave Administration	12th floor, Golden Acre, Room 3
18 – 19 November 2010	Persal Reports	12th floor, Golden Acre, Room 3
22 – 24 November 2010	Persal Leave Administration	Kromme Rhee 1
25 – 26 November 2010	Persal Labour Relations	Kromme Rhee 1
29 November – 3 December 2010	Persal Personnel Administration	12th floor, Golden Acre, Room 3
6 – 8 December 2010	Persal Leave Administration	12th floor, Golden Acre, Room 3
9 – 10 December 2010	Persal Labour Relations	12th floor, Golden Acre, Room 3
6 – 10 December 2010	Persal Salary Administration	HRD Centre, Brewelskloof Hospital, Worcester

THE PERSAL INTRODUCTION COURSE IS COMPULSORY, BEFORE NOMINATIONS WOULD BE CONSIDERED FOR ANY OTHER PERSAL COURSES.

Annexure D

PROSPECTUS

CONTENTS

PERSONNEL AND SALARY ADMINSTRATION 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

Annexure D

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.

The Persal Introduction course is compulsory, before nominations would be considered for any other Persal courses.

Annexure D

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.

Annexure D

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
Three 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
Three 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
One working day, 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
Three 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.

Annexure D

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.

Annexure F

MANAGEMENT INFORMATION SYSTEM (VULINDLELA)

DATE	COURSE	VENUE
12 August 2010	Vulindlela	12th floor, Golden Acre, Room 1
21 September 2010	Vulindlela	12th floor, Golden Acre, Room 1

Annexure E

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.

Annexure F

ANNUAL FINANCIAL STATEMENTS (AFS)

DATE	COURSE	VENUE
12 & 13 August 2010	Introduction to the Compilation of Annual Financial Statements	Kromme Rhee

Annexure F

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.

Annexure G

IN-YEAR MONITORING (IYM)

DATE	COURSE	VENUE
25 & 26 October 2010	In-Year Monitoring	12th floor, Golden Acre, Room 2

Annexure G

COMPLETION AND EVALUATION OF THE IN-YEAR MONITORING MODEL

Objective
To provide training on the completion of the In-year Monitoring (IYM) model and the evaluation of it to officials.

Target Group
Officials who are working in the budgeting environment of a department either directly of indirectly through the line function.

Pre-requisites
Basic knowledge of the budgeting process and the monthly reporting on revenue and expenditure.

Contents
Legislative and theoretical background to the IYM model
Roles and responsibilities on completion of the IYM model by,

- Reporting on the different ambits of the model i.e.
  - i Expenditure and revenue as per SCOA economic classification
  - ii Suspense accounts
  - iii Infrastructure
  - iv Monthly drawings and Cash Flow
  - v Transfers to Municipalities and Public Entities
  - vi Conditional Grants
  - vii Reasons for deviations and the remedial steps
- Making realistic projections on expenditure
- Using the IYM model as a tool to reprioritize the budget pre and post the adjustments budget

Analyse the IYM model to inform management decisions Preparation guide issued by

Training methods
Presentation
Practical facilitation

Duration of course
Two working days, from 8:30 to 15:30

Evaluation
A letter of attendance will be provided for those officials that attend the course. The credibility of the IYM model will be analysed and reported on in the Financial Governance Review and Outlook (FGRO) as compiled annually by the Provincial Treasury.

Annexure H

GOVERNANCE IN THE PUBLIC SECTOR

DATE	COURSE	VENUE
14 July 2010	Governance in the Public Sector	Kromme Rhee
11 August 2010	Governance in the Public Sector	Provincial Lab Chiappini str Cape Town
22 September 2010	Governance in the Public Sector	Kromme Rhee
13 October 2010	Governance in the Public Sector	Provincial Lab Chiappini str Cape Town
17 November 2010	Governance in the Public Sector	Kromme Rhee

Annexure H

GOVERNANCE IN THE PUBLIC SECTOR

Objective
To hone the understanding of good governance and demonstrate how to apply governance in the public sector

Target Group
Junior, middle and senior managers

Pre-requisites
None

Contents
This training intervention is based on the Provincial Government Governance Framework

Training outline
Governance Awareness
History
Development

Introduction to Governance (interactive)
Dynamics of the Governance Framework
The Governance Universe
Using a Governance Approach to Management

Training methods
Learning programme study material
Group discussion
Case studies

Duration of course
One working day, from 8:30 to 15:30

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