

Personal Development
Plan 2012/13

P

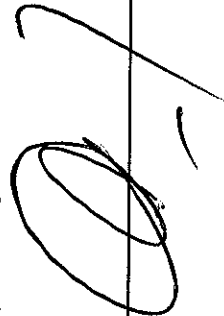
1. Skills Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and/or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill/development area	7. Support Person
1. Financial and Supply Chain Management Competency	Completion of SAICA/Deloitte Municipal Finance Training Program	Completion of SAICA/Deloitte Municipal Finance Training Program	SAICA/Deloitte training Program	Complete by June 2013 as per program.		
2.						
3.						

Signed and accepted by the Employee



Date: 20/07/2012

Signed by the Mayor on behalf of the Municipality





Date: 20/07/2012.

17

SAICA/DELOITTE MUNICIPALITIES FINANCE TRAINING PROJECT

TRAINING SCHEDULE

NAMAKWA DISTRICT – NORTHERN CAPE PROVINCE

SAQA ID	UNIT STANDARD TITLE	DATE
	Induction and Workplace Readiness	2-3 April 2012
116343	Apply the principles of ethics in a municipal environment	11-13 April 2012
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	21-23 May 2012
119343	Apply operations research principles and tools in the management of project activities and resources	18-20 June 2012
119341	Apply cost management information systems in the preparation of management reports	16-18 July 2012
119331	Conduct working capital management activities in accordance with sound financial management policy	20-22 August 2012
116345	Apply the principles of budgeting within a municipality	17-19 September 2012
116364	Plan a municipal budgeting and reporting cycle	22-24 October 2012
119352	Apply principles of information systems to public finance and administration	19-21 November 2012
116353	Participate in the design and implementation of municipal supply chain management	3-5 December 2012
116339	Apply risk management in SA municipalities	21-23 January 2012
116363	Prepare and Analyse Municipal Financial Reports	18-20 February 2013
119350	Apply accounting principles & procedures in the preparation of reports and decision-making	18-20 March 2013
119348	Apply selected GRAP to periodic accounting reporting principles	15-17 April 2013
116341	Conduct performance management to a South African municipal Environment	20-22 May 2013
116351	Conduct auditing planning and implementation in a South African municipality	19-21 June 2013