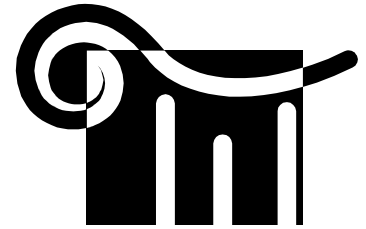


THE PUBLIC FINANCE MANAGEMENT ACADEMY™ 2012



© SAIGA

presents

THE PUBLIC FINANCE MANAGEMENT PROGRAMME™



- **SAIGA's Portfolio of Short Courses**
- specifically designed for the public sector
- outcomes-based training for public sector professionals
- based on the *Public Finance Management Act* and related legislation
- originally accredited by National Treasury's Validation Board
- presented by senior professionals and academics
- attendance certification for all short courses
- high level of quality assurance
- addressing relevant topics
- affordable course fees



012 362-1221



012 362-1418

The Southern African Institute
of Government Auditors

PO Box 36303
Menlo Park 0102

www.saiga.co.za

SAIGA

ADVANCING AUDITING AND ACCOUNTABILITY

The Academy's Concept:

The *Public Finance Management Act* (PFMA) and the *Municipal Finance Management Act* (MFMA) have effected a paradigm shift from administration to financial management in the public sector. The introduction of the *management* concept together with the prioritisation of the three Es; efficiency, effectiveness and economy has presented public financial managers with enormous challenges.

It is an undisputed fact that the success of the implementation of the PFMA and MFMA will depend on appropriate *training* given to the officials assigned with new and comprehensive responsibilities.

There are a few general courses offered on financial management which mainly deal with generic private sector applications. The Public Finance Management Programme™, however, is different. The Southern African Institute of Government Auditors has, for the last decade developed and presented high quality continued professional education (CPE) courses that are specifically designed for the South African Public Sector and incorporate the PFMA / MFMA requirements. To facilitate the development and presentation of PFMA / MFMA based courses, SAIGA has established the Public Finance Management Academy™.

The Public Finance Management Academy™:

The Public Finance Management Academy™ was founded by the Southern African Institute of Government Auditors (SAIGA) in 1997 to formalise SAIGA's contribution towards the implementation of the PFMA/MFMA legislation and to empower the new generation of public sector managers. Its objectives are:

- To provide high quality, affordable continued professional education in the form of short courses which are tailor-made for the public financial manager in all spheres of government and the government auditor.
- To advance the concepts emphasised and introduced by the *Public Finance Management Act* (and the MFMA) and supporting conventions such as the *Treasury Regulations*.
- To provide for a program of short courses which will allow participants to develop their professional careers and their CVs and to have certified evidence of their education and training record.
- To enable employers to identify and assess employees and potential employees with relevant experience.
- To maintain a register of participants and their continuing professional education (CPE) records.
- To provide for continued professional education for the Institute's own members as is expected from professional associations in terms of relevant legislation.
- To inform participants of continued professional education opportunities which are in harmony with the developments in respect of statutory performance management, auditing and public accountability.
- To liaise and co-operate with tertiary institutions and other training providers in order to build capacity for continued professional education opportunities and to provide high quality education and training opportunities based on generally accepted academic norms and standards and the outcomes based education (OBE) model.
- To offer training interventions that facilitate skills & knowledge transfers by applying SAIGA's unique STEPs™ (Skills Transfer & Educational Programmes) approach.

The Public Finance Management Programme™:

The Public Finance Management Academy™ has developed a unique Programme for South Africa's public sector: The Public Finance Management Programme™ (PFMP). The PFMP consists of a number of short courses specifically designed to focus on the requirements of the *Public Finance Management Act* and the advanced concepts introduced by this commendable legislation. The Programme is a contribution of the Southern African Institute of Government Auditors to assist with the implementation of the *Public Finance Management Act* (and the MFMA) and to meet the challenges that our country faces with its commitment towards improving our accountability framework. The PFMP is developed and structured on the outcomes based education (OBE) model.

The PFMA aims to facilitate a paradigm shift from public *administration* to *management*. If the objective of the PFMA is properly understood and applied it is a strong management tool to assist the public financial manager in his/her endeavour to manage more efficient, effective and transparent.

The Public Finance Management Programme™ is designed to empower various role-players to use the PFMA to this effect. The PFMP also empowers all role-players in the public accountability framework to apply the principles underlying accountability and governance.

In following a modular approach, course material is packaged around relevant topics, allowing optimal retention of knowledge and effective scheduling to combine the learning experience with practice. Participants earn a number of Educational Credits (ECs) for each short course attended. The Public Finance Management Academy™ maintains a central register where these credits are administered. The ECs provide participants with focus and clearly stated objectives. This assists employers to monitor the continued professional education and training progress, and the manner in which their staff is committed to continued professional education and training.

SAIGA has secured the services of various leading professional educators and academics with specific public sector experience to develop and present the continued professional education (CPE) short courses.



ADVANCING AUDITING AND ACCOUNTABILITY

SAIGA's Skills Transfer & Educational Programmes: STEPs™



assisting South Africa in implementing the PFMA

The Public Finance Management Programme™ consists of the following short courses:

- **The Public Finance Management Act Course (Foundation Course)**
- **REAL Management (Revenue, Expenditure, Assets & Liabilities)**
- **Public Financial Management for Non-Financial Managers**
- **Internal Audit and Governance in the public sector**
- **Performance Management in terms of the PFMA**
- **Supply Chain Management**
- **Effective Writing Skills**
- **Internal Control and Risk Management**
- **Preventing, Detecting and Managing Fraud Course**
- **Risk and Internal Control Assessment in the public sector**
- **Performance Evaluation and Reporting (managing the 3Es)**
- **Preparing annual financial statements – GRAP – (for 31 March year ends)**



Participants can attend one or all of the above short courses.

The venue & course times:

The courses are mostly presented at the UNISA Sunnyside Campus in Pretoria. Maps and details of the lecturing hall/venue will be faxed/posted to participants after payment has been received. Please note that courses may be moved to other venues due to various circumstances beyond our control and to accommodate the demand as far as possible. Only a limited number of participants can be accommodated because of the venue design, which maximises interactive course participation. The daily program of all short courses starts at 08:30 and ends at 16:00. On the last day of the short course the program ends earlier to accommodate participants' travel arrangements.

Certification and accreditation:

For all courses attended, the Public Finance Management Academy™ will issue course participants with a certificate of attendance under the seal of the Southern African Institute of Government Auditors. Participants earn a number of Educational Credits (EC's) for attending a short course. The Public Finance Management Academy™ maintains a central register where these credits are administered. The ECs provide participants with focus and clearly stated objectives. This assists employers to monitor the continued professional education and training (CPE) progress, and the manner in which their staff is committed to CPE. The PFMP is developed and structured on the outcomes based education (OBE) model. The short courses and their Educational Credits form part of the requirements for the *Portfolio of Short Courses*. In order to complete the Portfolio of Short Courses, participants have to meet two basic requirements: earn a minimum of 120 EC's and enrol for and complete an assignment. Details of the assignment (portfolio) are available on the Institute's website.

Mechanisms put in place by SAIGA and the Public Finance Management Academy™ ensures that the course design, structure and course material are subject to high quality control and assessment by educational and professional experts. National Treasury set up a Validation Board to "accredit" or "validate" short-term training courses and to address coordination and quality issues which surround the short course programmes available (this Board ceased to operate 2006). The aims of the validation mechanism for training was to coordinate activities and to advise departments of relevant programmes which target identified needs and are delivered to a suitable quality. The short courses of SAIGA's Public Finance Management Programme™ were accredited by the National Treasury's Validation Board until it ceased to operate in 2006.

Presenters:

The quality of our presenters is a SAIGA Trade Mark. Our presenters are a blend of professional managers, chartered accountants, forensic accountants, human resource managers and educators with wide experience in the presentation of courses in the public sector. The high esteem of SAIGA courses has been developed over a number of years by involving only experts in the development and presentation of the CPE opportunities. The presenters have been involved with numerous training initiatives in the public sector and the *Public Finance Management Act* in particular. They serve on various professional committees and have many years of experience in the field of continued professional education and are supported by senior staff.

Bookings:

Since only a limited number of participants can be accommodated, bookings will be handled on a first-come-first-served basis. Fax your registration to secure a provisional booking or use the on-line registration facility on our website www.saiga.co.za Tax invoices will be issued (faxed and posted) on receipt of your booking. Once a tax invoice has been issued the department/delegate will be held liable for payment of the full course fee. No refunds can be made, but alternative delegates may attend the same course at no extra cost. All booking changes or cancellations are charged at R1,368.00 (R1,200 plus 14% VAT) per delegate booking. No cancellations or changes in booking will be accepted if not received in writing at least 5 working days before the course. Invoices must be paid before the course starts. No certificates will be issued if payment is outstanding. Outstanding payments incur 2% interest per month. The Institute reserves the right to cancel a particular course due to unforeseen circumstances e.g. insufficient bookings or unavailability of venues (in the last few years, only a few courses had to be cancelled). In such event, participants will be informed at least two weeks before the scheduled course date of such cancellations. Participants who have paid their fees will receive full refunds in the event of SAIGA cancelling a course (SAIGA's liability in such event is limited to this refund).



Details of the Public Finance Management Programme's short courses for 2012

The Public Finance Management Act Course (PFMA Foundation Course)

Duration: 3 days, Costs: R6,612.00 (including VAT), Educational Credits: 30;
2012 Dates: 05 – 07 March; 12 – 14 June
10 – 12 October 2012

Public Financial Management for Non-Financial Managers (Fin for Non-Fin)

Duration: 4 days, Costs: R6,213.00 (including VAT), Educational Credits: 25;
2012 Dates: 12 – 15 March; 14 to 17 August 2012

Internal Control and Risk Management (ICRM)

Duration: 4 days, Costs: R6,156.00 (including VAT), Educational Credits: 25;
2012 Dates: 22 to 25 May; 23 – 26 July; 16 – 19 October 2012

Supply Chain Management (SCM)

Duration: 4 days, Costs: R6,099.00 (including VAT), Educational Credits: 25;
2012 Dates: 23 – 26 April; 20 to 23 August; 06 – 09 November 2012

REAL Management (Revenue, Expenditure, Assets & Liabilities)

Duration: 5 days, Costs: R7,239.00 (including VAT), Educational Credits: 30;
2012 Dates: 21 – 25 May; 22 – 26 October 2012

Internal Audit and Governance in the public sector

Duration: 5 days, Costs: R8,721.00 (including VAT), Educational Credits: 30;
2012 Dates: 14 – 18 May 2012; 15 – 19 October 2012

Performance Management in terms of the PFMA / MFMA

Duration: 5 days, Costs: R7,296.00 (incl. VAT), Educational Credits: 30;
2012 Dates: 11 – 15 June; 12 – 16 November 2012

Preventing, Detecting and Managing Fraud (including fraud prevention plans)

Duration: 4 days, Costs: R6,498.00 (incl. VAT), Education Credits: 25;
2012 Dates: 18 – 21 June; 11 – 14 September 2012

Risk & Internal Control Assessment (CSA) in the public sector

Duration: 3 days, Costs: R4,674.00 (including VAT), Education Credits: 20;
2012 Dates: 28 – 30 August 2012

Performance Evaluation and Reporting (*Managing the 3E's*)

Duration: 3 days, Costs: R5,358.00 (incl. VAT), Educational Credits: 20;
2012 Dates: 25 – 27 September 2012

Audit committees in the public sector

Duration: 1 day, Costs: R1,482.00 (incl. VAT), Educational Credits: 10;
2012 Dates: 06 June; 24 October 2012

Effective Writing Skills

Duration: 4 days, Costs: R6,270.00 (incl. VAT), Educational Credits: 20;
2012 Dates: 05 – 08 June; 10 – 13 September 2012

Preparing Annual Financial Statements (*for the year ended 31 March 2012*) for national and provincial departments

Duration: 2 days, Costs: R4,275.00 (incl. VAT), Educational Credits: 15;
2012 Dates: 13 & 14 March; 18 & 19 April 2012



2012



Contact the SAIGA Secretariat for more information
or registration forms at **Tel: 012-362-1221 Fax: 012-362-1418** www.saiga.co.za
SAIGA NPO registration number: 045-133 NPO

SAIGA
ADVANCING AUDITING AND ACCOUNTABILITY