APPLICATION FORM TO ENROLL FOR THE PORTFOLIO OF SHORT COURSES

- Please complete this form in block letters.
- The application form has to be accompanied by a cheque to the value of R114.00.
- The cheque has to be made out to: Southern African Institute of Government Auditors (SAIGA)
- A certified copy of the candidate's matriculation certificate.
- Please post the form and the cheque to: The Secretariat: SAIGA, PO Box 36303, Menlo Park, 0102

Title	Surname	Initials	Full first names

ID Number	Citizenship	Age	Home language

Postal address.		Residential address. . . . .
. . . . .		. . . . .
. . . . . Code		. . . . . Code . . . . .

Phone numbers (home)	Code	Tel	Fax
Phone numbers (work)	Code	Tel	Fax

Declaration: I hereby certify that I have attended the following short courses of the Public Finance Management Programme and apply to enroll for the assessment in order to receive the SAIGA Portfolio of Short Courses.

Date:. . . ./. . . /200.. Signature of applicant . . . . . .

Name of short course	**EC's**	**Date attended**	**Your EC's**
The Public Finance Management Act Course (3 days)	30		
Public Financial Management for Non-Financial Managers	25		
Preparing Annual Financial Statements	15		
Internal Control and Risk Management (ICRM)	25		
REAL Management (Revenue, Expend. Assets & Liabilities) (5 days)	30		
Generally Recognised Accounting Practice (GRAP)	25		
Internal Audit and Governance (4 days)	25		
Internal Audit and Governance (5 days)	30		
Evaluating Capital Projects	20		
Dealing with Fraud (3 days)	20		
Dealing with Fraud (4 days) including FPP	25		
How to prepare a Fraud Prevention Plan (FPP)	10		
Performance Managing Human Resources	20		
Internal Performance Evaluation (public sector)	20		
GAMAP (Generally Accepted Municipal Accounting Practice)	20		
Audit Committees in the public sector	10		
Performance Management in terms of the *PFM Act* (5 days)	30		
Control Self Assessment (CSA) (4 days)	25		
Risk & Internal Control Self Assessment (3 days)	20		
Effective Writing Skills Course (3 days)	20		
Effective Writing Skills Course (4 days)	25		
Others (add detail)			
		Your total EC's =	

Note: EC's = Educational Credits
Date attended: you only need to fill in the *last* date of the course you attended
Your EC's = fill in if you have attended a short course Your total EC's: = add up <u>your</u> EC's (should be at least 120)

For official use	*Received*	*Processed*	*Replied*	*Note*