

**STATEMENT OF WORK EXPERIENCE/LOGBOOK**

<b>Instructional Programme Code:</b>	50904417 National N Diploma: Public Management
<b>SAQA Qualification ID:</b>	90674: National N Diploma, NQF Level 6, 360 credits
<b>SAQA Learning Programme ID:</b>	67041 National N Diploma: Public Management NQF Level 6, 360 credits

<b>Learner Details</b>	
<b>Name &amp; Surname:</b>	
<b>ID Number:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

Public Management:+ Compulsory subjects:
<ul style="list-style-type: none"> <li>• <b>Public Administration N6;</b></li> <li>• <b>Public Law N6; and</b></li> <li>• <b>Municipal Administration N6.</b></li> </ul>
Additional:
<ul style="list-style-type: none"> <li>• Workplace Competencies</li> </ul>

**Public administration**

WM-01	Supervise and render general clerical support services		
	Scope Work Experience	Date	Signature
WA0101	Record, organise, store, capture and retrieve correspondence and data (line function).		
WA0102	Update registers and statistics		
WA0103	Handle routine enquiries		
WA0104	Make photocopies and receive or send facsimiles		
WA0105	Distribute documents/packages to various stakeholders as required		
WA0106	Keep and maintain the filing system for the component		
WA0107	Type basic letters and/or other correspondence when required		
WA0108	Keep and maintain the incoming and outgoing register of the unit		
	Supporting Evidence	Date	Signature
S0101	Registers		

S0102	Customer feedback		
S0103	Relevant documentation		
<b>WM-02</b>	<b>Supervise and provide supply chain clerical support services within the department</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Liaise with internal and external stakeholders in relation to procurement of goods and services.		
WA0202	Obtain quotations, complete procurement forms for the purchasing of standard office items		
WA0203	Manage stock control of office stationery		
WA0204	Keep and maintain the asset register of the component/division/unit		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	<b>Purchase orders</b>		
SE0202	Submission documents		
SE0203	Quotations		
SE0204	Asset/stock Register		
<b>WM-03</b>	<b>Supervise and provide personnel administration clerical support services within the department.</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0301	Maintain a leave register for the component/division/unit		

WA0302	Keep and maintain personnel records in the component/division/unit		
WA0303	Keep and maintain the attendance register of the component/division/unit		
WA0304	Arrange travelling and accommodation		
WA0305	Arrange meetings and prepare relevant documentation		
	<b>Supporting Evidence</b>		
SE0301	Leave and attendance registers		
SE0302	Filed Personnel records		
SE0303	Purchase orders		
SE0304	Meeting documentation		
<b>WM-04</b>	<b>Supervise and provide financial administration support services in the component/division/unit</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0401	Capture and update expenditure in component		
SE0402	Check correctness of subsistence and travel claims of officials and submit to manager for approval		
SE0403	Handle telephone accounts and petty cash for the component.		
	<b>Supporting Evidence</b>	Date	Signature
SE0401	Financial Statements		

SE0402	Subsistence and claims forms		
SE0403	Relevant documentation		
<b>WM-05</b>	<b>Exposure to the central, provincial and or local institutions</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0501	Familiar with workplace procedures and methods of managing central, provincial and/or local government institutions		
WA0502	Knowledge/Experience gained regarding the responsibility and control in government institutions		
WA0503	Familiar with instrumental and line functions applicable to the public sector		
WA0504	Contributing to positive employer/employee/public relationships in the public sector		
	<b>Supporting Evidence</b>		
SE0501	Workplace procedure presentations		
SE0502	Feedback from stakeholders		
<b>WM06</b>	<b>Other areas of exposure for Personnel functions</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0601	Apply Personnel Policy in applicable situations		
WA0602	Evaluate staff establishment and efficiency in outputs		
WA0603	Development of work procedures		

WA0604	Evaluation of posts according to department job levels		
	<b>Supporting Evidence</b>	Date	Signature
SE0601	Workplace procedure guideline document		
SE0602	Reports		

### Municipal Administration

<b>WM-01</b>	<b>Linking Government budget cycle to unit budget process</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Experience in interpreting PFMA, National/Provincial Treasury regulations and Departmental policies and guidelines		
WA0102	Participating in departmental budgeting process		
WA0103	Developing and submitting budget inputs to the Departmental budget		
WA0104	Drafting expenditure against the allocated budget report		
WA0105	Applying internal control measures in municipal financial matters		
WA0106	Applying external control measures in municipal financial matters		
	<b>Supporting Evidence</b>	Date	Signature
S0101	Budget reports		
<b>WM-02</b>	<b>Personnel functions</b>		

	<b>Scope Work Experience</b>	Date	Signature
WA0201	Familiar with unit's personnel policy/Assisting with implementation thereof		
WA0202	Any form of working with staff establishment		
WA0203	Being involved in the recruitment, selection and placement of staff members		
WA0204	Working internally with promotions, transfers, inductions, and/or training and development of staff		
WA0205	Assisting with any admin regarding performance appraisals		
WA0206	Assisting with: Job descriptions, supervision, discipline and/or compensation		
WA0207	Working with termination of service		
WA0208	Involved with any labour relations such as: <ul style="list-style-type: none"> <li>o Basic employment rights</li> <li>o Collective bargaining</li> <li>o Disciplinary/grievance procedures</li> </ul>		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Staff processes and procedures		
SE0202	Relevant personnel documentation		
SE0203	Meeting minutes		
<b>WM-03</b>	<b>Communication with the public</b>		
	<b>Scope Work Experience</b>	Date	Signature

WA0301	Involved with any of the following: Opinion surveys and/or press liaison and/or press releases		
WA0302	Dealing with customers (telephonically or in person) [public relations]		
WA0303	Providing information to relevant stakeholders		
	<b>Supporting Evidence</b>		
SE0301	Press releases or relevant documentation		
SE0302	Frequently Asked Questions and answers booklet		
<b>WM-04</b>	<b>Other experience</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0401	Working with municipal sources of revenue and expenditure (for e.g. compilation and implementation of the budget; the revenue collection process; evaluation of the budget; monitoring and record-keeping of expenditure, etc.)		
WA0402	Experience with municipal human resource processes. (e.g. implementing national/provincial legislation regarding municipal personnel management; handling of personnel relations within and between departments, councillors and officials within the municipality, etc.)		
WA0403	Taking responsibility of supervising or monitoring tasks, writing reports, compiling		



	statistics, record-keeping of activities and/or finances, etc.		
WA0404	Reporting to management on the implementation of any activities; being responsible for any duties delegated by senior management.		
WA0405	Experience with improving municipal public relations (supervising or monitoring customer feedback; providing input for Code of Conduct for officials when working with customers or co-workers, etc.)		
	<b>Supporting Evidence</b>	<b>Date</b>	<b>Signature</b>
SE0401	Reports		
SE0402	Budgets		
SE0403	Any relevant documentation in relation to public relations and customer support		

**Public Law**

<b>WM-01</b>	<b>Other experience</b>		
	<b>Scope Work Experience</b>	<b>Date</b>	<b>Signature</b>
WA0101	Familiar with the Constitution of SA, and other relevant legislation		
WA0102	Ability to apply Batho Pele principles at work		
WA0103	If court experience, exposure to the different types of courts and legalese* (*compulsory if applicant has work experience in a court)		

WA0104	Being involved with the interpretation of laws		
WA0105	Gained knowledge of reasons when the state is liable for wrongful actions of officials		
WA0106	Working with contracts – compilation of information on contracts; reading and understanding of contracts; ensuring the legality thereof		
WA0107	Being involved with any legal activities of the division (performing delegated functions)		
WA0108	Gained experience in either private or public law		
	<b>Supporting Evidence</b>	Date	Signature
SE0401	Relevant legal documentation		

### Workplace Competencies

<b>WM01</b>	<b>Interpersonal Skills</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Demonstrate sensitivity to the needs and feelings of others.		
WA0102	Maintain open lines of communication with others.		
WA0103	Demonstrate flexibility for change based on the ideas and actions of others.		
WA0104	Establish a high degree of trust and credibility with others		

WA0105	Interact respectfully and cooperatively with others who are of a different race, culture, or age, or have different abilities, gender, or sexual orientation.		
<b>WM02</b>	<b>Integrity – Displaying strong moral principles and work ethic.</b>		
WA0203	Abide by a strict code of ethics and behaviour, even in the face of opposition.		
WA0104	Perform work-related duties according to laws, regulations, contract provisions, and company policies		
WA0105	Treat others with honesty, fairness and respect.		
WA0106	Make decisions that are objective and reflect the just treatment of others.		
<b>WM03</b>	<b>Leadership &amp; Team Building</b>		
WA0301	Exhibit passion for goal attainment		
WA0302	Lead others using positive statements		
WA0303	Encourage creative thinking and innovation		
WA0304	Determine the roles and responsibilities that leaders and members bring to an organization		
WA0305	Enlist others in working toward a shared vision		
WA0306	Recognize others' efforts		
<b>WM04</b>	<b>Professionalism</b>		
WA0401	Maintain composure and keep emotions in check.		

WA0402	Dress appropriately for occupational and worksite requirements.		
WA0403	Project a professional image of oneself and the organization.		
WA0404	Take pride in one's work and the work of the organization.		
WA0405	Take responsibility for completing one's own work assignments.		
WA0406	Diligently check work to ensure that all essential details have been considered.		