

CIRCULAR 25 / 2018

**FROM : XOLILE GEORGE
CHIEF EXECUTIVE OFFICER**

**TO : EXECUTIVE MAYORS

MAYORS

SPEAKERS

CHIEF WHIPS

MUNICIPAL MANAGERS**

**CC : SKILLS DEVELOPMENT FACILITATORS
OFFICE OF THE SPEAKER MANAGERS**

**INTEGRATED COUNCILLOR INDUCTION PROGRAMME (ICIP) -
PHASE 2: IMPLEMENTATION OF THE CREDIT BEARING ACCREDITED PHASE**

1. PURPOSE

The purpose of this circular is to:

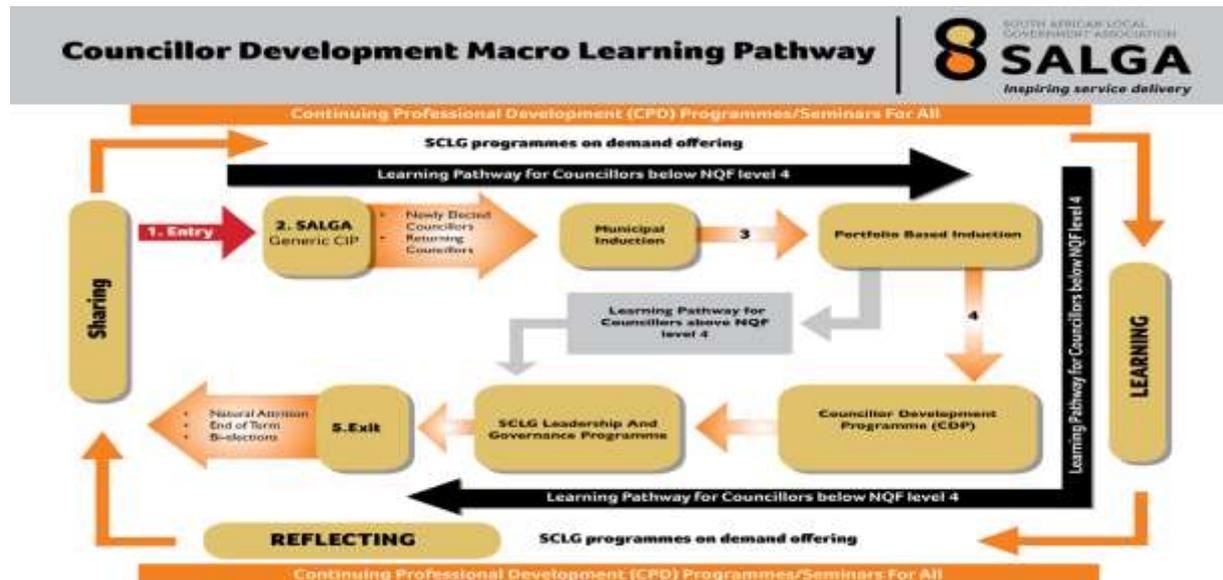
- Inform all municipalities of the planned commencement of the second phase of the Integrated Councillor Induction (ICIP) implementation process;
- Request municipalities through the Skills Development Facilitators (SDFs) to support Councillors enrolled onto the programme with the following:
 - a. Ensure that all the eligible delegates (who attended a minimum of 3-5 days of the Generic CIP in 2016) attend and complete the accredited Phase of the programme;
 - b. Provide support in the workplace with the collection of workplace evidence required for the completion of the Portfolios of Evidence (POE);
 - c. Encourage submission of POE's by the learners to ensure full completion of the programme and certification; and
 - d. Collect the POE's and personal information of the councillor learners on behalf of the service provider.

2. BACKGROUND

By way of background, post the 2016 local government municipal elections, SALGA coordinated and delivered the first phase of the Integrated Councillor Induction Programme (ICIP) in collaboration with COGTA; National Treasury, the National School of Government and LGSETA and a range of stakeholders within and outside of government.

The ICIP is anchored on the 5 pillars of the Back to Basics approach, multi-disciplinary in its implementation approach, aspiring to respond to the National Capacity Building Framework (NCBF) imperatives and representing the foundational learning layer of a Councillor Development Macro Learning Pathway for Councillor capacity building that is set out for the full duration of the current term of Municipal Councils (2016-2021).

The Inductive Learning Pathway is the foundational component of the Councillor Development Macro Learning pathway and comprises of three (3) stages namely generic induction, municipal inductions and portfolio based inductions:



This segment of the ICIP is an accredited training programme whose initial implementation phase was a five (5) day Modular-based orientative learning engagement. Approximately 8417 Councillors and traditional leaders have been trained since September 2016 out of a total of approximately 9306 around the country.

3. IMPLEMENTATION OF PHASE 2 OF THE ICIP

The implementation of the first phase of the ICIP generated interest from approximately 6000 councillors to date who want to proceed with the accredited ICIP training which will lead to them obtaining a qualification either in National Certificate: Local Government Councillor Practices NQF Level 3 (SAQA ID 58578) or National Certificate: Municipal Governance NQF Level 5 SAQA ID 67467 and/or SAQA ID 60529).

The focus of this phase is on assisting the enrolled learners to individually develop and submit portfolios of evidence, moderation and summative assessments with the final step in the learning journey being their certification as competent thus entitling them to certificates of competence. Based on the suspensive conditions set by the LGSETA as the funding agent of the programme, SALGA undertook a supply chain management process resulting in the appointment of an accredited training provider in the name of **ARMS (Audit & Risk Management Solutions)**. Included in this process was a due diligence conducted by the LGSETA prior to the appointment of ARMS.

Under the auspices of the SALGA Centre for Leadership and Governance (SCLG) the following learning journey will be undertaken for Councillors enrolled onto the programme:

- Contact the learner Councillors who expressed an interest to proceed with the accredited ICIP training via the Speakers Offices and the Skills Development Facilitators in municipalities;
- Conduct an On-boarding Session with learner Councillors;
- Conduct a skills audit of the learner Councillors enrolled onto the programme to ensure learners are enrolled at the appropriate level for the accredited ICIP programme;
- Portfolio of Evidence distribution, collection, assessments, moderation, verification, loading of results on the National Learner Database and conducting site visits to facilitation sites;
- Upload of learner results onto the LGSETA system; and
- Issuing Statements of Results (SORs) and certificates of competence.

4. PROGRAMME IMPLEMENTATION - OVER A PERIOD OF 12 MONTHS



In addition you are kindly requested to confirm the details of Councillors that did not attend the Generic Induction Programme in 2016 but would be interested to enrol for this segment of the programme, if any.

We want to express our appreciation to municipalities for always supporting Councillors to enable their meaningful participation in capacity building programmes delivered by SALGA, aimed mainly at enlarging their learning and development objectives. The continued support provided by municipalities is going to be critical in making this programme a success.

For further information on the programme, kindly contact Ms Mercia Colbert: icip@salga.org.za via telephone on 012 369 8000.

Yours sincerely,


XOLILE GEORGE
CHIEF EXECUTIVE OFFICER