

11 What learner literacy levels are required?

Learners must be familiar with and able to operate in a Microsoft Windows environment. English language skills are essential and will contribute significantly to the ability of the learner to successfully complete the modules. Learning screens comprise of video, photographs, animation and text accompanied by an audio track.

For learners needing some assistance, National Treasury recommends utilising a training centre or classroom environment. Each learner will have access to their own computer to enable them to individually work through the learning modules. A facilitator will be present to assist where necessary. This facilitator should have a good knowledge of the MFMA (having already completed the relevant module) and possess appropriate language skills.

What support mechanisms are in place for the learner?

The MFMA Learning programme has been designed such that many municipalities will be able to roll it out easily on their own without any assistance.

Each municipality or other organisation is ultimately responsible for rolling out the learning within their organisation. This involves appointing coordinators to oversee: installation of the software; registration of the learner; development of training plans; and monitoring progress of learners.

Comprehensive on-line guidelines (these guidelines) have been provided to assist coordinators and learners.

Provincial treasuries will coordinate monitoring and support in the province and any other parties wishing to provide assistance will work through them. National Treasury will provide overall coordination and support.

MFMTAP advisors will provide assistance in the municipalities where they are placed and possibly neighbouring municipalities if resources permit.

High capacity municipalities are strongly encouraged to provide assistance to neighbouring municipalities. It is assumed that these municipalities have adequate resources to implement the MFMA Learning programme and will not require assistance. Moreover, all municipalities are encouraged to collaborate wherever possible.

National Treasury recommends a mix of learning methods depending on the experience and knowledge of the learner and has provided useful guidance in these notes under "How does learning take place and how long does it take to complete?" Coordinators should take note of this guidance when preparing training plans.

How do learners register for the MFMA Learning programme?

Learners must be registered on the central Learner Management System before they will be granted access to the learning programme.

If pre registered, the encrypted learner registration profile will be contained on the DVD and installed to the computer during the installation process. A pre registered learner can access the learning simply by clicking on the short cut on the desktop to start the MFMA Learning programme and logging on with their user ID and password.

If a learner's profile was not pre loaded on the DVD, they must register on the web site; download their registration profile from the web site; and import this file to the computer where learning will take place. Follow the steps below.

If log on to MFMA Learning programme is unsuccessful:

1. Go to www.treasury.gov.za/mfma. Click on the "MFMA Learning" icon in the left margin. If you have not already registered click on Learner Registration, complete the form and click "Submit". Take note of your ID and password.
2. Once registered or if you have previously registered, click "Learner Login" and login using your ID and password. Click "Download registration profile". This will create a text file which you must place in the directory C:\NT on the computer where you will be undertaking the learning.
3. Open MFMA Learning using the shortcut on the desk top. Click "New Learner". An instruction screen will appear and you will have completed all steps and must now click the button at the bottom of the page "Activate Learner Profile". You will now be able to log in with your ID and password.
4. If you still experience a problem, please contact your coordinator
5. Where problems still persist, the coordinator should contact the MFMA Learning administrator at mfmalearning@treasury.gov.za

How do learners continue learning from a different computer?

Learners may need to continue learning from a different computer and this has been allowed for. Each computer needs to have the MFMA Learning software installed and your registration profile. In order for a computer to recognise your prior work it also needs your learner profile exported from the computer you were previously working on. Follow the steps below.

1. Install MFMA Learning on the computer where you will be continuing your learning. Do this first to be sure that the installation will actually be successful.
2. Log-in to MFMA Learning on the computer you are currently learning on using your ID and password.
3. On the main menu select "My profile"
4. Select "Export my profile to upload it to another computer"
5. Click on "Export profile"
6. Copy the file produced "IdnumberMyProfile.cdd" to the computer where you will be continuing your learning on the directory C:/NT.
7. Copy your registration profile "learner.txt" from the directory C:/NT on the computer you are currently working on into the computer you will be continuing on. Also to the directory C:/NT.
8. Open the MFMA Learning software on the computer you will be continuing on and click on "New Learner"
9. Click on "Activate Learner Profile"
10. Log-in using your ID and password.
11. On the main menu select "My profile"
12. Select "Import my profile from another computer"
13. Click on "Import my profile"
14. Continue with your learning process.

Note:

1. To copy files in points 6 and 7 from one computer the next you can use a removable disk or even email the files. It is important to note that both files must be copied.
2. To keep things simple it is recommended that wherever possible learners do all of the learning on the same computer.

How do learners track progress and receive completion certificates?

The central Learner management System (or LMS) is located on the National Treasury web site at www.treasury.gov.za/mfma click on the icon in the left margin “MFMA Learning”.

Use the link “Learner Registration” to access the registration form.

Once registered, learners will use the link “Learner Login” to access the LMS. From here, learners can

- Review and edit registration details
- Download registration profile
- Upload results
- Check status
- Obtain certificates of completion
- Contact the MFMA Learning administrator

How do coordinators track progress?

Each municipality will have at least one coordinator. Each provincial treasury will also have a coordinator responsible for monitoring and coordinating support in the province. Coordinators may also be allocated to other organisations such as tertiary institutions offering accredited courses in the NQF level 6 certificate in Municipal Financial Management.

Coordinators will have access to progress reports for the learners they are responsible for. This will be controlled through secure password verification. The National Treasury MFMA Learning administrator will control access and passwords for coordinators.

Coordinators may also need to perform some tasks on behalf of learners. For example, if the learner does not have access to the web site, the coordinator will need to arrange for that access or perform certain tasks such as obtaining completion certificates.

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Click on "Coordinator Login" and select reports as necessary. Report design has intentionally been kept basic and only limited reports are available. Coordinators are free to copy the report content to Excel and sort and manipulate the data further.

How can education & training providers access the MFMA Learning programme?

National Treasury will make these modules available to education and training providers free of charge to use as additional reading material to supplement accredited courses. This refers in particular (but not only to) National Qualifications Framework (NQF) level 6 certificate courses on municipal finance management.

Once an education and training provider produces an accredited course they may apply to National Treasury for permission to use these modules as supplementary learning material. Once agreed to by National Treasury, the software will be issued free of charge to the education and training provider to be used under license and each learner will be registered on the central Learner Management System at the National Treasury. In such cases National Treasury will issue express written permission as per the licensing terms that must be agreed to when installing the software.

Please submit expressions of interest to access these modules, complete with details on potential accredited courses to be offered or actual courses already offered to mfmalearning@treasury.gov.za

Note that the National Treasury has a strict policy on the use of its training materials. Running courses for a fee based solely or largely on material developed by the National Treasury is not permitted. In this instance the National Treasury supports the use of its material only as supplementary material to accredited courses by express written permission. Where such permission is granted, the National Treasury will provide access to the MFMA Learning programme free of charge.