

## **16 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.

The central Learner Management System (or LMS) is located on the National Treasury web site at [www.treasury.gov.za/mfma](http://www.treasury.gov.za/mfma) click on the icon in the left margin "MFMA Learning".

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.