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Reference **6/7/15**
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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

MANAGEMENT ACCOUNTING MINUTE: 0000/2007

TO: DIRECTORS, DEPUTY DIRECTORS OF DISTRICTS AND PRINCIPALS AND
CHAIRPERSONS OF GOVERNING BODIES OF PUBLIC SCHOOLS

CERTIFICATE IN SCHOOL BUSINESS MANAGEMENT: INVITATIONS FOR PILOT COURSE IN 2008

1. The WCED is currently in the process of developing course material for the Certificate in School Business Management (CSBM) at NQF Level 4 for administrative staff at schools. It is envisaged that a pilot course for CSBM will commence in February or March 2008 to which 150 candidates will be enrolled and it will be presented by the FET colleges.
2. The main point of departure for this course is in support of the Human Capital Development Strategy of the Western Cape. This intervention is aimed at up-skilling the administrative staff to provide progression at school, Head Office, the District Offices (EMDCs), other departments and the private sector. The need for this CSBM qualification is to equip candidates with the framework that will enable them to efficiently and effectively administer and manage the school operations and resources for a safe learning environment. There is definitely a need for the up-skilling of staff to negate the possibility of mismanagement of school funds and resources due to the lack of necessary skills.
3. The certificate course has an entry level of Grade 12 and will only be delivered in English. Current employees will be assessed according to their qualifications and prior learning experience. The course will up-skill and/or re-skill the target candidates. This is a yearlong course, which will comprise of the following modules and will be funded by the WCED:
 - 3.1 Financial Management
 - 3.2 Human Resource Management
 - 3.3 Risk Management
 - 3.4 Facilities Management
 - 3.5 Office Systems
 - 3.6 Information Communication Technologies (ICT)
4. For the pilot course, which will be delivered at the three FET Colleges below, we need candidates who have passed Grade 12, have sound skills in office and financial management, are computer literate and are conversant in English. It would be expected of

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WEB: <http://wced.wcape.gov.za>

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the candidates to travel to the colleges on a daily basis. The WCED will not provide accommodation to candidates attending the pilot course. For this reason and purpose the candidates for the pilot course will be selected from the metropole districts and those from the rural districts who will be able to travel to the venues on a daily basis. The mode of delivery of the training will consist of ± 1 week face-to-face at the college and ± 6 weeks self paced learning per module.

College of Cape Town, Crawford Campus
False Bay College, Good Hope Campus, Khayelitsha
Northlink College, Parow Campus

5. Only 150 seats are available for the pilot course and administrative staff that fit the profile at paragraph 4 who want to attend the pilot course are requested to apply as soon as possible by faxing the attached application form to the SBM Section of your District. Applications close at 12:00 on 21 November 2007. Your district office will be responsible for the selection process and if you have received no reply by 3 December 2007 you may assume that your application was not successful. Please take note that incomplete applications will not be considered and that no correspondence in respect of late and/or outstanding information will be entered into.
6. For further information contact your School-based Management section of your District. Principals are requested to bring the content of this minute to the attention of all parties concerned.

HEAD: EDUCATION
DATE: