



LGSETA
CREATING GREATER IMPACT

47 Van Buuren Road, Bedfordview 2007, P O Box 1964, Bedfordview 2008
Telephone 011-456-8579 Facsimile 011-450-4948 Email info@lgseta.org.za Website <http://www.lgseta.org.za>

21-Aug-18

Judith Smith

Dear Sir/Madam

Notification of registration as a LGSeta assessor

Enclosed herewith please find your assessor registration portfolio with the LGSeta

Assessor registration with the LGSeta

- A. Your assessor identifier with LGSeta
- B. Your ETQA ID with the LGSeta
- C. Your assessor status with LGSeta
- D. Registered as an assessor from
To
- E. Your record was last updated on

LGRS-A1808-148
597
REGISTERED
20/08/2018
19/08/2021
20/08/2018

Please feel free to raise any queries to the ETQA office closest to your province.

Yours truly

Pumla Mkele
ETQA Manager
pumlam@lgseta.org.za



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Qualifications you are registered to assess

<u>Qualification ID</u>	<u>Title</u>	<u>Registered to assess</u>	
		<i>From</i>	<i>To</i>
35956	Diploma: Local Government	20-Aug-18	19-Aug-21
36436	National Certificate: Local Economic Development	20-Aug-18	19-Aug-21
36437	National Certificate: Local Economic Development	20-Aug-18	19-Aug-21
36438	National Certificate: Local Economic Development	20-Aug-18	19-Aug-21
50081	Further Education and Training Certificate: Leadership Development	20-Aug-18	19-Aug-21
50205	National Certificate: Municipal Integrated Development Planning	20-Aug-18	19-Aug-21
57823	National Certificate: Ward Committee Governance	20-Aug-18	19-Aug-21
58578	National Certificate: Local Government Councillor Practices	20-Aug-18	19-Aug-21
58644	National Certificate: Local Government Support Services	20-Aug-18	19-Aug-21
23616	Certificate: Local Government	20-Aug-18	19-Aug-21
23617	Higher Certificate: Local Government	20-Aug-18	19-Aug-21

Unit Standards you are registered to assess

<u>Unit Standard ID</u>	<u>Title</u>	<u>Registered to assess</u>	
		<i>From</i>	<i>To</i>
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	20-Aug-18	19-Aug-21



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7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	20-Aug-18	19-Aug-21
8648	Demonstrate an understanding of professional values and ethics	20-Aug-18	19-Aug-21
8968	Accommodate audience and context needs in oral communication	20-Aug-18	19-Aug-21
8969	Interpret and use information from texts	20-Aug-18	19-Aug-21
8970	Write texts for a range of communicative contexts	20-Aug-18	19-Aug-21
8976	Write for a wide range of contexts	20-Aug-18	19-Aug-21
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	20-Aug-18	19-Aug-21
9012	Investigate life and work related problems using data and probabilities	20-Aug-18	19-Aug-21
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	20-Aug-18	19-Aug-21
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	20-Aug-18	19-Aug-21
10140	Apply a range of project management tools	20-Aug-18	19-Aug-21
10146	Supervise a project team of a developmental project to deliver project objectives	20-Aug-18	19-Aug-21
12153	Use the writing process to compose texts required in the business environment	20-Aug-18	19-Aug-21
14667	Describe and apply the management functions of an organization	20-Aug-18	19-Aug-21



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15216	Create opportunities for innovation and lead projects to meet innovative ideas	20-Aug-18	19-Aug-21
110479	Outline the environment of local economic development in South Africa	20-Aug-18	19-Aug-21
113955	Apply the Batho Pele principles to own work role and context	20-Aug-18	19-Aug-21
115395	Apply and explain the generic business process and value chain model	20-Aug-18	19-Aug-21
115401	Apply the basic principles of issue management	20-Aug-18	19-Aug-21
115407	Apply the principles of change management in the workplace	20-Aug-18	19-Aug-21
116924	Implement a programme of diversity management in the workplace	20-Aug-18	19-Aug-21
119350	Apply accounting principles and procedures in the preparation of reports and decision making	20-Aug-18	19-Aug-21
119457	Interpret and use information from texts	20-Aug-18	19-Aug-21
119465	Write/present/sign texts for a range of communicative contexts	20-Aug-18	19-Aug-21
119467	Use language and communication in occupational learning programmes	20-Aug-18	19-Aug-21
119472	Accommodate audience and context needs in oral/signed communication	20-Aug-18	19-Aug-21
120305	Analyse the role that emotional intelligence plays in leadership	20-Aug-18	19-Aug-21
120311	Apply visionary leadership to develop strategy	20-Aug-18	19-Aug-21
120383	Provide assistance in implementing and assuring project work meets quality requirements	20-Aug-18	19-Aug-21
120385	Apply a range of project management tools and techniques	20-Aug-18	19-Aug-21
120391	Apply leadership skills to relationship management	20-Aug-18	19-Aug-21



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120394	Apply communication principles, strategies and processes in a leadership role	20-Aug-18	19-Aug-21
123436	Facilitate community participation in democratic processes and structures	20-Aug-18	19-Aug-21
123462	Demonstrate knowledge and understanding of the project and the project support services environment	20-Aug-18	19-Aug-21
8555	Contribute to information distribution regarding HIV/AIDS in the workplace	20-Aug-18	19-Aug-21
8664	Examine social features as pertaining to the workplace	20-Aug-18	19-Aug-21
8971	Analyse and respond to a variety of literary texts	20-Aug-18	19-Aug-21
10170	Demonstrate understanding of employment relations in an organisation	20-Aug-18	19-Aug-21
10388	Interpret basic financial statements	20-Aug-18	19-Aug-21
10983	Participate in the implementation and utilisation of equity related processes	20-Aug-18	19-Aug-21
12154	Apply comprehension skills to engage oral texts in a business environment	20-Aug-18	19-Aug-21
12155	Apply comprehension skills to engage written texts in a business environment	20-Aug-18	19-Aug-21
242860	Apply the Batho Pele principles to own work role and context	20-Aug-18	19-Aug-21
12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	20-Aug-18	19-Aug-21
13941	Apply the budget function in a business unit	20-Aug-18	19-Aug-21
13948	Negotiate an agreement or deal in an authentic work situation	20-Aug-18	19-Aug-21



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110009	Manage administration records	20-Aug-18	19-Aug-21
110472	Outline the environment of local government	20-Aug-18	19-Aug-21
110473	Demonstrate a knowledge and understanding of a range of records kept in a local economic development environment and what constitutes evidence in own work context	20-Aug-18	19-Aug-21
110475	Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development	20-Aug-18	19-Aug-21
110478	Demonstrate a knowledge and understanding of a range of research methodologies to undertake local economic development research	20-Aug-18	19-Aug-21
110481	Demonstrate a knowledge and understanding of the aspects of the project cycle	20-Aug-18	19-Aug-21
110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	20-Aug-18	19-Aug-21
110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	20-Aug-18	19-Aug-21
110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	20-Aug-18	19-Aug-21
110497	Identify and explain the purpose of integrated development planning (IDP)	20-Aug-18	19-Aug-21
110501	Identify and explain the application of a range of concepts and tools for local economic development	20-Aug-18	19-Aug-21



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110502	Demonstrate and apply knowledge and understanding of the roles, function and responsibilities of the main stakeholders and role players in local economic development	20-Aug-18	19-Aug-21
110503	Describe and explain socio-economic development theories in the South African context	20-Aug-18	19-Aug-21
110504	Identify and explain the roles and functions as well as the inter-linkages between different departments in a municipality	20-Aug-18	19-Aug-21
110506	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication	20-Aug-18	19-Aug-21
242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	20-Aug-18	19-Aug-21
7866	Plan, organise and monitor work in own area of responsibility	20-Aug-18	19-Aug-21
8662	Analyse and communicate workplace data	20-Aug-18	19-Aug-21
9224	Implement policies regarding HIV/AIDS in the workplace	20-Aug-18	19-Aug-21
10148	Supervise a project team of a business project to deliver project objectives	20-Aug-18	19-Aug-21
14525	Present an informed argument on a current issue in a business sector	20-Aug-18	19-Aug-21
15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	20-Aug-18	19-Aug-21
15233	Harness diversity and build on strengths of a diverse working environment	20-Aug-18	19-Aug-21



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110482	Prepare a budget for a local economic development project and prepare the relevant financial reports	20-Aug-18	19-Aug-21
110485	Describe and explain a range of international trends in economic development	20-Aug-18	19-Aug-21
110487	Describe and explain national and provincial strategies and policies relevant to local economic development	20-Aug-18	19-Aug-21
110489	Recruit and select staff for a local economic development unit in accordance with local government procurement policies and other legal requirements	20-Aug-18	19-Aug-21
110494	Apply a range of research methodologies to support the design and implementation of (a) local economic development project(s) in own work context	20-Aug-18	19-Aug-21
110498	Identify and explain the process, institutional aspects and a support system for integrated development planning (IDP)	20-Aug-18	19-Aug-21
110500	Set up a local database for a local economic development project, using an appropriate software package	20-Aug-18	19-Aug-21
110505	Design, implement and manage a local economic development project in own work context	20-Aug-18	19-Aug-21
110507	Identify and explain the typical success factors for SMME promotion and a range of other local economic development strategies and tools	20-Aug-18	19-Aug-21
110508	Demonstrate and apply knowledge and understanding of the concept of facilitation and a range of facilitation skills	20-Aug-18	19-Aug-21



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110515	Demonstrate and apply knowledge and understanding of the various sources of funding available for local economic development in the South African context	20-Aug-18	19-Aug-21
110517	Identify and explain the range of institutional arrangements for local economic development	20-Aug-18	19-Aug-21
244175	Demonstrate an understanding of the policy and legal framework guiding Local Government	20-Aug-18	19-Aug-21
110525	Apply a range of skills to facilitate workshops, community meetings and planned sessions in the local economic development environment	20-Aug-18	19-Aug-21
110526	Plan, organise, implement and control record-keeping systems	20-Aug-18	19-Aug-21
110528	Compile and control a budget for a range of office supply requirements	20-Aug-18	19-Aug-21
110531	Plan, organise and control the day-to-day administration of an office support function	20-Aug-18	19-Aug-21
110533	Evaluate and improve the structure of the department and the design of jobs and work procedures in a local economic development unit	20-Aug-18	19-Aug-21
12138	Conduct an organisational needs analysis	20-Aug-18	19-Aug-21
12139	Facilitate the resolution of employee grievances	20-Aug-18	19-Aug-21
12891	Apply concepts and principles of business ethics in the professional environment	20-Aug-18	19-Aug-21
12984	Interpret provisions of a contract and assess liability of clients and other parties to an agency agreement	20-Aug-18	19-Aug-21



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14504	Demonstrate knowledge and understanding of e-business as a competitive tool	20-Aug-18	19-Aug-21
14512	Interpret the impact of macro economic decisions or indicators on a business environment	20-Aug-18	19-Aug-21
14515	Present a well-structured argument derived from qualitative and/or quantitative data to map new knowledge and generate a competitive advantage	20-Aug-18	19-Aug-21
110474	Initiate and maintain networking opportunities with other municipalities, districts and metros	20-Aug-18	19-Aug-21
110477	Design and apply appropriate value management systems and techniques for an local economic development unit	20-Aug-18	19-Aug-21
110480	Design and implement a system for the on-going monitoring, reporting and evaluation of a local economic development programme	20-Aug-18	19-Aug-21
110483	Develop and manage an organisational records system	20-Aug-18	19-Aug-21
110486	Manage the operations of a local economic development unit	20-Aug-18	19-Aug-21
110488	Facilitate the establishment of strategic partnerships to contribute to achieving the objectives of the strategic plan for a local economic development programme	20-Aug-18	19-Aug-21
110491	Gather and manage information on a range of national strategies and international trends, on an on-going basis to make strategic local economic development decisions	20-Aug-18	19-Aug-21
110492	Develop and implement a local economic development policy for the local economic development unit	20-Aug-18	19-Aug-21



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110495	Facilitate the inclusion of local economic development objectives in the integrated development planning (IDP) process of the municipality	20-Aug-18	19-Aug-21
110496	Develop and implement a strategic plan for a local economic development programme with specific reference to identified economic variables and priorities	20-Aug-18	19-Aug-21
110499	Facilitate negotiations about all aspects of implementing local economic development programmes with a range of relevant stakeholders and role players	20-Aug-18	19-Aug-21
110516	Compile and implement a resource plan to support the local economic development policy and strategic plan for a local economic development programme	20-Aug-18	19-Aug-21
115405	Apply principles of knowledge management to organisational transformation	20-Aug-18	19-Aug-21
116364	Plan a municipal budgeting and reporting cycle	20-Aug-18	19-Aug-21
119346	Apply sound communication principles in the coordination of selected public sector communications programmes	20-Aug-18	19-Aug-21
120360	Demonstrate understanding of financial and accounting principles for public entities	20-Aug-18	19-Aug-21
120499	Design and implement a set of engagement and participation processes, systems and events in support of the integrated development planning process in a municipality	20-Aug-18	19-Aug-21
120500	Evaluate the effectiveness and efficiency of the integrated development planning processes	20-Aug-18	19-Aug-21



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120501	Demonstrate an understanding of the legal implications and principles of the concepts of 'developmental local government' and 'integrated development planning' for governance in a municipal area	20-Aug-18	19-Aug-21
120502	Facilitate municipal wide information gathering and the compilation of an updated integrated municipal development profile	20-Aug-18	19-Aug-21
120503	Design integrated development planning and review processes for a municipality	20-Aug-18	19-Aug-21
120504	Determine the impact and policy implications of the concepts of 'integrated sustainable development' and 'sustainable human settlements' for a municipal area	20-Aug-18	19-Aug-21
120505	Support the development of appropriate institutional capacity in Integrated Development Planning (IDP) processes and leverage coordination	20-Aug-18	19-Aug-21
120506	Facilitate Integrated Development Planning events	20-Aug-18	19-Aug-21
120507	Draw up a strategic development municipal agenda to address the key municipal development challenges in an integrated and sustainable manner	20-Aug-18	19-Aug-21
120508	Determine the development mandate and direction of a municipal area	20-Aug-18	19-Aug-21
120509	Assess and support the implementation of strategies and strategic programmes and interventions	20-Aug-18	19-Aug-21
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	20-Aug-18	19-Aug-21



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7480	Demonstrate understanding of rational and irrational numbers and number systems	20-Aug-18	19-Aug-21
9007	Work with a range of patterns and functions and solve problems	20-Aug-18	19-Aug-21
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	20-Aug-18	19-Aug-21
12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	20-Aug-18	19-Aug-21
13934	Plan and prepare meeting communications	20-Aug-18	19-Aug-21
119454	Maintain and adapt oral/signed communication	20-Aug-18	19-Aug-21
119456	Write/present for a defined context	20-Aug-18	19-Aug-21
119460	Use language and communication in occupational learning programmes	20-Aug-18	19-Aug-21
119463	Access and use information from texts	20-Aug-18	19-Aug-21
119517	Advocate and lobby community issues	20-Aug-18	19-Aug-21
123464	Gather information and provide assistance for project planning and scheduling functions	20-Aug-18	19-Aug-21
123465	Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	20-Aug-18	19-Aug-21
242890	Display an understanding of core municipal processes and Ward Committee participation in these processes	20-Aug-18	19-Aug-21
242891	Apply communication, interpersonal and conflict management principles in Ward Committee functions, processes	20-Aug-18	19-Aug-21



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242892	Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members	20-Aug-18	19-Aug-21
242893	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning	20-Aug-18	19-Aug-21
242895	Support the facilitation of development project service delivery in a Ward Committee context	20-Aug-18	19-Aug-21
242896	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes	20-Aug-18	19-Aug-21
8972	Interpret a variety of literary texts	20-Aug-18	19-Aug-21
8974	Engage in sustained oral communication and evaluate spoken texts	20-Aug-18	19-Aug-21
8975	Read analyse and respond to a variety of texts	20-Aug-18	19-Aug-21
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	20-Aug-18	19-Aug-21
11903	Co-ordinate the development and implementation of organisational social responsibility strategies	20-Aug-18	19-Aug-21
14534	Apply knowledge of community issues in relation to development projects	20-Aug-18	19-Aug-21
113959	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	20-Aug-18	19-Aug-21
113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	20-Aug-18	19-Aug-21
114226	Interpret and manage conflicts within the workplace	20-Aug-18	19-Aug-21



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114585	Plan strategically to improve business performance	20-Aug-18	19-Aug-21
116345	Apply the principles of budgeting within a municipality	20-Aug-18	19-Aug-21
116917	Apply advanced principles of complexity theory to organisational transformation	20-Aug-18	19-Aug-21
116922	Implement a value system to effect organisational transformation	20-Aug-18	19-Aug-21
116949	Establish how a value system underpins organisational transformation	20-Aug-18	19-Aug-21
119336	Manage the development and performance of human capital in the public sector	20-Aug-18	19-Aug-21
120300	Analyse leadership and related theories in a work context	20-Aug-18	19-Aug-21
120303	Apply principles of risk management	20-Aug-18	19-Aug-21
120389	Explain and apply the concept, principles and theories of motivation in a leadership context	20-Aug-18	19-Aug-21
120390	Develop and apply a service culture to a leadership role	20-Aug-18	19-Aug-21
120392	Apply the concept and principles of knowledge management to leadership	20-Aug-18	19-Aug-21
120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	20-Aug-18	19-Aug-21
11473	Manage individual and team performance	20-Aug-18	19-Aug-21
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	20-Aug-18	19-Aug-21
117111	Apply knowledge of basic accounting principles to financial services	20-Aug-18	19-Aug-21
123458	Administer accounting and budgeting for input into municipal financial resource management	20-Aug-18	19-Aug-21



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244294	Demonstrate an understanding of national programmes and their impact on Local Government	20-Aug-18	19-Aug-21
244295	Demonstrate an understanding of municipal financial management and budgeting	20-Aug-18	19-Aug-21
244296	Demonstrate an understanding of the municipal working environment	20-Aug-18	19-Aug-21
244297	Demonstrate an understanding of the employment relationship in Local Government	20-Aug-18	19-Aug-21
244298	Provide support and administrative services in Local Government	20-Aug-18	19-Aug-21
244299	Demonstrate an understanding of the areas of technical service delivery within Local Government	20-Aug-18	19-Aug-21
244300	Demonstrate an understanding of public participation in Local Government	20-Aug-18	19-Aug-21
244301	Ensure personal accountability in own Local Government context	20-Aug-18	19-Aug-21
244302	Demonstrate an understanding of the planning functions of Local Government	20-Aug-18	19-Aug-21
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	20-Aug-18	19-Aug-21
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	20-Aug-18	19-Aug-21
242819	Motivate and Build a Team	20-Aug-18	19-Aug-21
242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	20-Aug-18	19-Aug-21



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242900	Apply administrative principles in the implementation of public sector procedures and work schedule	20-Aug-18	19-Aug-21
242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	20-Aug-18	19-Aug-21
244174	Facilitate co-operative governance and inter-governmental relations	20-Aug-18	19-Aug-21
244180	Exercise leadership in a councillor context	20-Aug-18	19-Aug-21
244183	Fulfil the roles and the responsibilities of a councillor	20-Aug-18	19-Aug-21
244185	Apply key municipal processes in a council function	20-Aug-18	19-Aug-21
244186	Facilitate Council and related meetings to achieve Local Government objectives	20-Aug-18	19-Aug-21
244188	Facilitate public participation and citizen involvement in Local Government processes	20-Aug-18	19-Aug-21
244190	Utilise advocacy and lobbying skills to represent municipal interests in inter-governmental structures and processes	20-Aug-18	19-Aug-21
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	20-Aug-18	19-Aug-21
