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NATIONAL SCHOOL OF GOVERNMENT TRAINING PROGRAMMES

MANAGEMENT PERFORMANCE ASSESSMENT TOOL (MPAT) COURSE ALIGNMENT MATRIX



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



FOREWORD

In October 2010 Cabinet mandated the Department of Performance Monitoring and Evaluation (DPME) to lead the development and piloting of an assessment tool, working collaboratively with the Department of Public Administration Service and Administration (DPSA), the National Treasury and the Office of the Premier. Independent bodies, namely, the Auditor-General of South Africa (AGSA) and the Office of the Public Service Commission also contributed to the process of developing the assessment tool. In October 2011, DPME officially launched the Management Performance Assessment Tool (MPAT) which is a structured, evidence-based approach to the assessment of management practices. Underpinning MPAT is the logic that improved management practices is key to improving government performance and service delivery.

In June 2012, Cabinet approved, inter alia, the implementation of MPAT for the 2012/13 financial year in all national and provincial government departments. In the 2012/13 financial year, all (156) national and provincial departments participated in the MPAT assessment. The 2012/2013 MPAT report indicates that national departments have challenges with all aspects of Governance and Accountability, with more than 50 percent of departments operating below the minimum statutory requirements on 7 of the 9 standards.

The National School of Government (NSG) has a mandate to train public servants so as to improve service delivery. To that end, the NSG has positioned itself to support departments through aligning its training programmes and courses to MPAT key performance areas and standards. This approach ensures that specific training programmes can address the skills capacity gaps relating to strategic management, governance and accountability, human resource management and financial management. These training programmes are offered to all public servants and are a combination of accredited and non-accredited interventions offered through blended modalities of face-to-face and e-learning platforms.

Table I below is the index of the MPAT course alignment matrix. In-depth information of each training course can be accessed from the NSG Course Directory, which can be emailed to clients on request or it can be accessed on www.thensg.gov.za

Table I

| KEY PERFORMANCE AREAS | STANDARDS | NSG TRAINING COURSE |
|-----------------------|--|--|
| Strategic Management | Strategic Planning | EDP Strategic Planning and Management |
| | | EDP Programme and Project Management |
| | | EDP Leading Change |
| | | EDP Research Methodology for SMS in the Public Service |
| | | Leading Innovation in the Public Service |
| | | Academy Level 3 Workshops |
| | | AMDP Training Programme |
| | Annual Performance Plans | Basic Project Management |
| | | Advanced Project Management |
| | | EDP Programme and Project Management |
| | | ADP EDP Strategic Planning and Management |
| | | ADP EDP Programme and Project Management |
| | | Academy Level 3 Workshops |
| | Integration of Monitoring and Evaluation into Performance and Strategic Management | Quantitative Research Methods for Monitoring and Evaluation |
| | | Introduction to M&E |
| | | Orientation to M&E |
| | | Use of Indicators for Managing Performance in Government |
| | | Information Management for Monitoring and Evaluation |
| | | Qualitative Research Methods for Monitoring and Evaluation |
| | | Data Analysis and Presentation Methods for Monitoring and Evaluation |
| | | Report Writing for Monitoring and Evaluation |
| | | Orientation to Monitoring and Evaluation |
| | | Programme for the Monitoring and Evaluation Practitioner |
| | | EDP Strategic Planning and Management |
| | | Academy Level 3 Workshops |

| KEY PERFORMANCE AREAS | STANDARDS | NSG TRAINING COURSE |
|---|--|---|
| Governance and Accountability | Service Delivery Improvement Mechanisms | Project Khaedu |
| | | Compulsory Induction Programme |
| | | EDP Policy Formulation and Implementation |
| | | ADP EDP Policy Formulation and Implementation |
| | | Leading Innovation in the Public Service Academy Level 3 Workshops |
| | | FMDP/EMDP/AMDP Training Programmes |
| | | Functionality of Management Structures |
| | | Academy Level 3 Workshops |
| | Assessment of Accountability Mechanisms(Audit Committees) | E-learning Excellent Customer Service for Frontline Staff |
| | Assessment of Policies and Systems to Ensure Professional Ethics | Academy Level 3 Workshops |
| | | AMDP Training Programme |
| | | Excellent Customer Service for Frontline Staff |
| | | Ethics Management and Promoting Anti-corruption in the Public Service |
| | | Academy Level 3 Workshops |
| | | AMDP Training Programme |
| | Fraud Prevention | Anti-Corruption Training for Practitioners |
| | | Promoting Anti-corruption in the Public Service |
| | | Academy Level 3 Workshops |
| | | AMDP Training Programme |
| | Assessment of Internal Audit Arrangements | Promoting Anti-corruption in the Public Service |
| | | Academy Level 3 Workshops |
| | Assessment of Risk Management Arrangements | Risk Response and Reporting |
| | | Academy Level 3 Workshops |
| | Approved Executive Authority and Head of Department Delegations in terms of the Public Service Act and Regulations | Wamkelekile Induction for SMS |
| | | EDP Leadership for Good Governance |
| | | ADP EDP Leadership for Good Governance |
| | Approved Head of Department Delegations in terms of the PFMA | Academy Level 3 Workshops |
| EDP: Finance Management and Budgeting | | |
| Corporate governance of ICT (Not included in the final results) | Information Communication Technology (ICT) Tools | |
| | Using ICT Tools as part of the Legislature programmes (Offered with SITA) | |

| KEY PERFORMANCE AREAS | STANDARDS | NSG TRAINING COURSE | |
|--|---|--|--|
| | Compliance with PAJA(Not included in the final results) | Promotion of the Administrative Justice Act (PAJA) for Managers in the Public Service Academy Level 3 Workshops | |
| Human Resource Management and Employee Systems | Human Resource Planning | EDP Strategic Human Resource Management | |
| | | Strategic Human Resource Planning for the Achievement of Organisational Results | |
| | | ADP EDP Strategic Human Resource Management | |
| | | AMDP Training Programme | |
| | | Academy Level 3 Workshops | |
| | Organisational Design and Implementation | Organisational Design | |
| | | Job Evaluation Initial | |
| | | Job Evaluation Follow-up | |
| | | Job Evaluation Panel | |
| | Human Resource Development planning | Assessor Training | |
| | | Designing Curriculum and Learning Materials for the Public Service | |
| | | Developing HRD Implementation Plans for the Public Service | |
| | | Mentoring and Coaching for Public Sector Managers | |
| | | Moderator Training | |
| | | Training of Trainers for the Public Service | |
| | | Academy Level 3 Workshops | |
| | | EDP Strategic Human Resource Management | |
| | | FMDP/EMDP/AMDP Training Programmes | |
| | | Application of Recruitment and Retention Practices | Use of Human Resource Management Information |
| | | | Recruitment and Selection for the Public Service |
| EDP Strategic Human Resource Management | | | |
| Management of Diversity | Diversity Management | | |
| | Disability Management for the Public Service | | |
| | Academy Level 3 Workshops | | |
| Implementation of Level 1-12 Performance Management System | Introduction to Human Resource Management in the Public Service | | |
| | Academy Level 3 Workshops | | |
| | | EDP Strategic Human Resource Management | |

| KEY PERFORMANCE AREAS | STANDARDS | NSG TRAINING COURSE |
|------------------------------------|---|---|
| | | EMPD/AMDP Training Programmes |
| | | AMDP Training Programme |
| | Implementation of SMS Performance Management System | Human Resource Monitoring and Reporting |
| | Implementation of HOD Performance Management System | Human Resource Behavioural Competencies |
| | | Academy Level 3 Workshops |
| | Management of disciplinary cases | EDP Strategic Human Resource Management |
| | | Grievance and Disciplinary Procedures |
| Investigating and Presiding Skills | | |
| Financial Management | Demand Management | Labour Relations for Managers in the Public Service |
| | | Demand Management |
| | | Supply Chain Management for the Public Service |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| | | Academy Level 3 Workshops |
| | | EMPD/AMDP Training Programmes |
| | Acquisition Management | Advanced Acquisition Management |
| | | E-learning Bid Committee PFMA |
| | | Detection and Combatting of Bid Rigging |
| | | Supply Chain Management for the Public Service |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| | | Academy Level 3 Workshops |
| | EMPD/AMDP Training Programmes | |
| | Logistics Management | Logistics Management |
| | | Supply Chain Management for the Public Service |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| | | Academy Level 3 Workshops |
| EMPD/AMDP Training Programmes | | |
| Disposal Management | Introduction to Asset Management | |
| | Inventory Management | |
| | EDP Financial Management and Budgeting | |
| | ADP EDP Financial Management and Budgeting | |
| | Academy Level 3 Workshops | |
| | EMPD/AMDP Training Programmes | |

| KEY PERFORMANCE AREAS | STANDARDS | NSG TRAINING COURSE |
|---------------------------|---|--|
| | Management of Cash flow and Expenditure vs Budget | Budget Analysis for the Public Service |
| | | Budget Formulation for the Public Service |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| | | Academy Level 3 Workshops |
| | Payment of Suppliers | SCOA & ERF for Practitioners |
| | | SCOA & ERF for Budget Managers |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| | | Academy Level 3 Workshops |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| | Management of Unauthorised, Irregular, Fruitless and Wasteful Expenditure | Contract Management (PFMA) |
| | | EDP Financial Management and Budgeting |
| | | ADP EDP Financial Management and Budgeting |
| Academy Level 3 Workshops | | |
| Academy Level 3 Workshops | | |

In addition to this course alignment matrix, the NSG offers Mandatory Training Programmes such as the Compulsory Induction Programme (CIP) and Breaking Barriers To Entry Into Public Service (BB2E) which encompasses the above MPAT key performance indicators

| | |
|---|---|
| Compulsory Induction Programme For the Public Service | <p>Compulsory Induction Programme (CIP)</p> <p>Module 1: Understanding your Constitution and your Government Matters</p> <p>Module 2: Working the Service Delivery System and Public Administration process</p> <p>Module 3: Being an Ethical, Honest and Considerate Public Servant</p> <p>Module 4: Building Good People Relationships</p> <p>Module 5: Understanding the financial process of Government</p> |
| Breaking Barriers to Entry into the Public Service (BB2E) | <p>Breaking Barriers to Entry into the Public Service (BB2E)</p> <p>Unit 1: Public Service and Administration</p> <p>Unit 2: How Government is Organised and Functions</p> <p>Unit 3: Attributes of Public Service Cadre</p> <p>Unit 4: Delivering Public Service</p> <p>Unit 5: Administering and Managing Public Funds</p> <p>Unit 6: Administration and Communication Skills for Public Service</p> <p>Unit 7: Human Resource Process For Public Service</p> |

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