



GAUTENG PROVINCE

TREASURY
REPUBLIC OF SOUTH AFRICA

HRD

TRAINING SPECIFICATION FORM

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: FINANCIAL GOVERNANCE

SUB-UNIT: ACCOUNTING COMPLIANCE

Part A | TRAINING INFORMATION

Training Programme:	Introduction to Financial Management and Budgeting
Description of the Training:	Short course
Course Accreditation: <u>YES NO</u> <i>(If YES, Service Provider should attach Proof of Accreditation)</i>	NO
Date(s) of the Training:	TBC
Duration of Course: <i>(No. of days)</i>	14 DAYS
Number of Attendees: <i>(Attach name list)</i>	1
Is the Course Aligned to the Current Training Plan: <u>YES NO</u> <i>(If NO, attach approved memo)</i>	YES

Part B | TRAINING CONTENT AND EXPECTATIONS

Course Objectives	Expected Outcome
<p>The objective of the course:</p> <ol style="list-style-type: none">1. Statutory framework applicable to financial management and budgeting in the public service2. National and provincial imperatives that inform strategic planning3. Alignment of personal work plans with institutional strategic outcomes4. Costing and resourcing a work plan5. Planning and executing procurement activities to achieve work plan deliverables6. Identification and mitigation of financial risks7. Monitoring and evaluation mechanisms that promote financial (and non-financial) performance in the workplace8. Internal and external control measures that promote compliance with financial management and budgeting prescripts	<p>At the end of the course, you will be able to:</p> <ol style="list-style-type: none">1. An understanding of legal frameworks and strategic imperatives.2. Knowing why and how to align your personal work plans with your institution's strategic outcomes.3. Insight into resource management and procurement strategies.4. An awareness of financial risks and mitigation strategies, ensuring compliance.5. An overview of effective monitoring and evaluation processes
Delivery Method: <i>(Face2Face or Online)</i>	ONLINE
Is the training programme done by a sole service provider? <u>YES NO</u> <i>(If YES, attach a confirmation letter of sole provider)</i>	NO



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Part C | ADDITIONAL INFORMATION

No	Item Description	Yes/No	No. of People
1.	Catering: <i>(attach the full specification for catering including dietary requirements)</i>	NO	
2	Venues and Facilities:	NO	
3.	Other <i>(Specify):</i>	NO	

General Comments

1. The service provider to attach proof of accreditation and the course content
2. The service provider must attach profile (CV and relevant qualification) of the facilitator
3. The service provider must provide valid work permits in a case where foreign nationals are facilitators



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