

 LGS SETA CREATING GREATER IMPACT	 
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3-DAY ACCREDITED SKILLS PROGRAMME ON:

MONITORING & EVALUATION

(Demonstrate knowledge and insight into the principles of monitoring & evaluation in assessing organisation and/or programme performance in a specific context)

Aligned to US: 337063, NQF Level 5, 5 Credits

08-10 December 2025

Next Dates: TBA 2026

Venue: Centurion/Pretoria

INTRODUCTION/OVERVIEW:

Monitoring assesses data and provides an indication of whether or not actual implementation of activities and use of specified resources will effectively meet the objectives and achieve the set targets. The evaluation process assesses resources used and the efficiency of implementation.

WHO SHOULD ATTEND:

This programme is intended for learners who do not have formal training in monitoring and evaluation (M&E), but who have an embedded monitoring and evaluation function within a work profile. It should assist in raising the level of consciousness of learners in different contexts about monitoring and evaluation.

The following people ideally would benefit from this programme: Monitoring and Evaluation Specialists, Monitoring and Evaluation Practitioners, Senior Managers, Parliamentarians, Politicians, Decision Makers, Directors General and Deputy Directors General, Chief Directors, Directors, Ministers, Heads of Department, Users with an oversight role and Portfolio Committees, Non Governmental Organisations and business organisations.

MINIMUM ENTRY REQUIREMENTS:

- ❖ It is assumed that learners are competent in:
 - o Communication at NQF Level 4;
 - o Mathematical Literacy at NQF Level 4.
- ❖ Learners attending the course will be required to supply certified copies of their Identity Document and Matric Certificate.

PROGRAMME OUTCOME & ASSESSMENT CRITERIA:

After successful completion of this skills programme, self-study and assignment the learner will be able to:

- ❖ Explaining the purpose of monitoring and evaluation as a management function
- ❖ Analysing current Policy and organisational documents relating to monitoring and evaluation
- ❖ Conceptualising a monitoring and evaluation system for a selected programme, project or organisation
- ❖ Assessing how monitoring and evaluation is applied in specific work roles.

PROGRAMME CONTENT/OUTLINE:

- ❖ **THE PURPOSE OF MONITORING AND EVALUATION AS A MANAGEMENT FUNCTION**
 - o Monitoring and evaluation - a historical perspective
 - o Definition of Key Monitoring and Evaluation Concepts
 - o The role of monitoring and evaluation in management for:
 - Policy;
 - Strategic;
 - Programme; and
 - Project level.
 - o Relationship between Strategic Planning and Monitoring and Evaluation
 - o The Logical Framework.
- ❖ **CURRENT POLICY AND ORGANISATIONAL DOCUMENTS RELATING TO MONITORING AND EVALUATION**
 - o Concepts related to monitoring and evaluation
 - o Ways in which the components of monitoring and evaluation are integrated into other processes are analysed with reference to relationships at macro, mezzo and micro levels
 - o The roles of key institutions/units/divisions in implementing the system are discussed with reference to performance information management and implementation strategies
 - o The alignment of plans and implementation structures is explained with reference to the implications for organisation and/or programme performance in different sectors at different levels.
- ❖ **CONCEPTUALISE A MONITORING AND EVALUATION SYSTEM FOR A SELECTED PROGRAMME, PROJECT OR ORGANISATION**
 - o The components of a monitoring and evaluation system are analysed in order to explain the links between strategy, processes and structure
 - o The framework for a monitoring and evaluation system is developed to assess the performance of an organisation or programme.
- ❖ **ASSESS HOW MONITORING AND EVALUATION IS APPLIED IN SPECIFIC WORK ROLES**
 - o The different roles and responsibilities in a monitoring and evaluation process
 - o The application of a monitoring and evaluation system in specific roles is evaluated in terms of positive and negative implications.

UNIT STANDARD:

This programme is **aligned** to Unit Standard: **337063; Unit Standard Title:** Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context.

PROGRAMME ACCREDITATION:

This skills programme is accredited with the LGSETA (Local Government Sector SETA.).

ASSESSMENT:

Learners will have to prove their competence in applying the knowledge, skills and behaviour learnt during class exercises and group work. Each learner must submit a portfolio of evidence within a specific time-frame.

RE-SUBMISSIONS:

When a learner is found Not Yet Competent they will be given one chance to re-submit; they will have 7 days (weekends & holidays included) to complete their PoE/Assignment. Should they not meet this deadline or if they are found Not Competent for the second time they will have to book, pay and attend the programme/course at their own expense.

CERTIFICATION:

The attendance of the first day of class as well as a total minimum of 80% class attendance is compulsory in order to be eligible to hand in your PoE/ Assignment. After the successful completion of this skills programme and the portfolio of evidence (PoE), learners will receive a **LGSETA Certificate of Competence**. Alternatively learners will receive a **LeMark Letter of Attendance**.

RATE: R8 550.00 (incl. VAT) Per Person (Lunch, Refreshments & Study Material).

VENUE: Centurion/Pretoria.

REFERENCE NUMBER: Please Use Your Invoice Number.

CLOSING DATE FOR REGISTRATION: Last Working Day before Programme Starts.

CANCELLATION DATE: 7 Working Days before Programme Starts.

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- **It is the responsibility of the Customer to enquire should they not receive a confirmation from LeMark after they have submitted a registration form or payment for training.**
- We **reserve the right to change the venue and the order of the presentation** or, if absolutely necessary, to substitute a **facilitator or presenter**.
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**Please Note: The LeMark Course Rate Includes:
Provision of Training, Assessment, Moderation & Certification Costs!**



Enquiries: Tel: (012) 654 4288. **Compliments and Complaints to:** management@lemark.co.za. **Sales Team:** sales@lemark.co.za; sales1@lemark.co.za; sales3@lemark.co.za or admin@lemark.co.za. **Sales Cell:** 083 417 3090. **PO Box** 14047 Clubview, 0014. **Website:** www.lemark.co.za. **Terms & Conditions** apply to all LeMark Training Interventions.