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3-DAY ACCREDITED SKILLS PROGRAMME ON:

CONTRACT MANAGEMENT

(Administer contracts for goods, works and services in the public sector)

Aligned to US: 377896, NQF Level 5, 5 Credits

03-05 December 2025

Next Dates: TBA 2026

Venue: Centurion / Pretoria

INTRODUCTION/OVERVIEW:

The management and administration of contracts for goods, works and services in the public sector becomes crucial after successful completion of the acquisition process. It is essential that managers in the public sector have a sound knowledge of legislative environment such as PFMA and TR requirements regarding contract management. They should have the necessary skills to effectively perform contract management and record management activities. Relationships and monitoring performance have to be managed throughout the period of the contract.

Designing, implementing a contract management policy is essential in public sector institutions. Written contracts define each party's role and assist in preventing costly disputes.

This programme will enable the learner to manage and administer contracts for goods, works and services, in the public sector.

WHO SHOULD ATTEND:

This programme is aimed at learners who are working within or aspire to work within Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA) compliant institutions including Government Departments, Constitutional Institutions, Public Entities, Municipalities and Municipal Entities.

MINIMUM ENTRY REQUIREMENTS:

It is assumed that learners are competent in: Communication at NQF Level 4 or equivalent; Computer Literacy at NQF Level 4 or equivalent; Mathematical Literacy at NQF Level 4 or equivalent; Basic Principles of Supply Chain. Learners attending the course will be required to supply certified copies of their Identity Document and Matric Certificate.



Enquiries: Tel: (012) 654 4288. **Compliments and Complaints to:** management@lemark.co.za. **Sales Team:** sales@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.

PROGRAMME OUTCOME & ASSESSMENT CRITERIA:

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

- ❖ Explain the legislative environment, the role-players, terminology and the role of contract documents pertaining to contract management;
- ❖ Perform contracts administration activities;
- ❖ Perform records management activities;
- ❖ Manage relationships and monitor performance on contracts.

PROGRAMME CONTENT/OUTLINE:

- ❖ **TYPES OF CONTRACTS**
- ❖ **EXPLAIN THE LEGISLATIVE ENVIRONMENT, THE ROLE-PLAYERS, TERMINOLOGY AND THE ROLE OF CONTRACT DOCUMENTS PERTAINING TO CONTRACT MANAGEMENT:**
 - o Various elements of legislation identified and explained;
 - o role-players involve in contract management are identified and their responsibilities and areas of accountability are discussed;
 - o Contract terminology and concepts are defined;
 - o Different types of contracts are identified in order to determined applicability within the supply chain process;
 - o Roles of different types of contract documents are determined.
- ❖ **PERFORM CONTRACTS ADMINISTRATION ACTIVITIES:**
 - o Administration of contracts by adhering to critical elements and in accordance with applicable legislative requirements;
 - o Price adjustments are calculated due to escalations;
 - o The ceding of contracts is undertaken in accordance with prescribed policy directives;
 - o Administrative close-out or extension of a contract undertaken in accordance with prescribed policy.
- ❖ **MANAGE RELATIONSHIPS AND MONITOR PERFORMANCE ON CONTRACTS:**
 - o Contracts are managed in order to ensure that specific requirements are met;
 - o Stakeholder relationships are built through the implementation of effective communication strategies;
 - o Contract performance is assessed and monitored in accordance with performance indicators:
 - Performance includes the ability and capacity to execute contact;
 - o Evaluation of contract performance is conducted to determine the risk of non-performance:
 - Breach of contract;
 - Poor performance;
 - Improper conduct.
 - o Control measures are in place to ensure that contract disputes are managed and remedial action can be taken:
 - Variation;
 - Cancellation;
 - Termination;
 - Restriction of suppliers.
 - o Quality of performance information is analysed.
- ❖ **PERFORM RECORDS MANAGEMENT ACTIVITIES:**
 - o Contract documentation is completed, signed and recorded:
 - Formal service level agreements;
 - Letter of acceptance.
 - o Content for contract circular and amendments are maintained for audit purposes:
 - Price adjustments;
 - Change of suppliers;
 - Change of contract conditions or content;
 - Document changes.
 - o Contract closure.

UNIT STANDARD:

This programme is aligned to the following Unit Standard: **377896. Unit Standard Title:** Administer contracts for goods, works and services in the public sector..

PROGRAMME ACCREDITATION:

This skills programme is accredited with the PSETA.

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 **PSETA Certificate of Competence**. Alternatively learners will receive a **LeMark Letter of Attendance**.

RATE: R8 570.00 per Person (Incl. VAT, 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.

INTELLECTUAL PROPERTY RIGHTS:**Definitions:**

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- **The Service Provider** – means LeMark Training & Development Pty Ltd or LeMark.
- **The Client** – means the learner the quote/marketing outline is addressed to and the training/consultation will be done for.

On acceptance of this quotation for services to be rendered as per marketing letter outline, the Service Provider (LeMark Training & Development Pty Ltd) shall retain ownership in the copyright in its pre-existing intellectual property, in particular the copyright in the Training Manual/Modules, as well as its working papers and, for purposes of clarity, shall own its methodologies and intellectual property on its investigative techniques, evidence collection methods, skill, expertise etc.

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- **Admission conditions and cancellation policy applies.** For full details contact LeMark Training & Development (Pty) Ltd (LeMark) or visit our web site: www.lemark.co.za. LeMark **reserves the right to postpone/reschedule or cancel SCHEDULED skills programmes or courses** should the number of bookings not justify the presentation of the event. **The liability** of LeMark in the event of a skills programme, seminar or course being cancelled will be limited to a refund of the event fees to the delegate.
- **An official booking form confirmation (LeMark Complete Registration Form) must be received from the Customer in order to reserve a place for all the LeMark Scheduled Training Programmes.**
- **Prior to the receipt, acceptance and acknowledgement by LeMark of your confirmation/ booking (registration form/s), you will not be deemed as booked. (Please refer to Booking Procedure and Confirmation Instructions).**
- **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.**
- LeMark is **ACCREDITED by the SERVICES SETA** as an institution delivering quality education and training - Provider. Entity Number: (0149)2010/002646/02 (was 2001/025985/23).
- **Price and availability** is subject to change without notice; although we try to assure accuracy, LeMark cannot be responsible for typographical or photo errors on our website, electronic and printed material.

The LeMark Customer Service Charter

The first principle toward which LeMark strives is total client satisfaction. Our full promise to you is listed on our website www.lemark.co.za. We would love to hear from you, our valued client, if you feel we are not fulfilling our promise to you!

**Please Note: The LeMark Course Rate Includes:
Provision of Training, Assessment, Moderation & Certification Costs!**



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