



Phumelela Local Municipality



PERSONAL DEVELOPMENT PLAN

MADE AND ENTERED INTO BY AND BETWEEN:

**THE PHUMELELA LOCAL MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER**

.....
FULL NAMES

MANAGER: FINANCIAL SERVICES

AND

.....
**THE EMPLOYEE OF THE MUNICIPALITY
(MUNICIPAL MANAGER)**

FOR THE

FINANCIAL YEAR: 1 JULY 2011- 30 JUNE 2012

Compiled on (Date): [2007].....

1. Skills / Performance Gap (in order of priority)	2. Outcomes Expected (measurable indicators: quantity, quality and time frames)	3. Suggested training and / or development activity	4. Suggested mode of delivery	5. Suggested Time Frames	6. Work opportunity created to practice skill / development area	7. Support Person
E.g. 1. Appraise Performance of Managers	The manager will be able to enter into performance agreements with all managers reporting to him / her, appraise them against set criteria, within relevant time frames	A course containing theoretical and practical application with coaching in the workplace following [relevant unit standard?]	External provider, in line with identified unit standard and not exceeding R 6 000	March 200...	Appraisal of managers reporting to him / her	Senior Manager: Training
2.						
3.						

Employee's signature :

Municipal Manager's Signature:

- **LEARNING AREA**

Nr.	Learning Area
1	Language, Literacy and Communication
2	Mathematical Literacy, Mathematics and Mathematical Science
3	Human and Social Sciences
4	Natural Sciences
5	Technology
6	Arts and Culture
7	Economic and Management Sciences
8	Life Orientation

• **DEFINITIONS:**

“Higher, Further and General Education and Training” refers to:

National Qualification Framework level	Levels	TYPES OF QUALIFICATIONS AND CERTIFICATES	
8	HIGHER EDUCATION AND TRAINING	Doctorates	
7		Further Research Degrees	
6		Higher Degrees	
5		Professional Qualifications	
		First Degrees	
		Higher Diplomas	
		Diplomas	
		Occupational Certificates	
FURTHER EDUCATION AND TRAINING CERTIFICATES			
4	FURTHER EDUCATION AND TRAINING	School/College/Training Certificate	
3		Mix of units from all	
2		School/College/Training Certificate	
		Mix of units from all	
		School/College/Training Certificate	
		Mix of units from all	
GENERAL EDUCATION AND TRAINING CERTIFICATES			
1	GENERAL EDUCATION AND TRAINING	Senior Phase	ABET level 4
		Intermediate Phase	ABET level 3
		Foundation Phase	ABET level 2
			ABET level 1