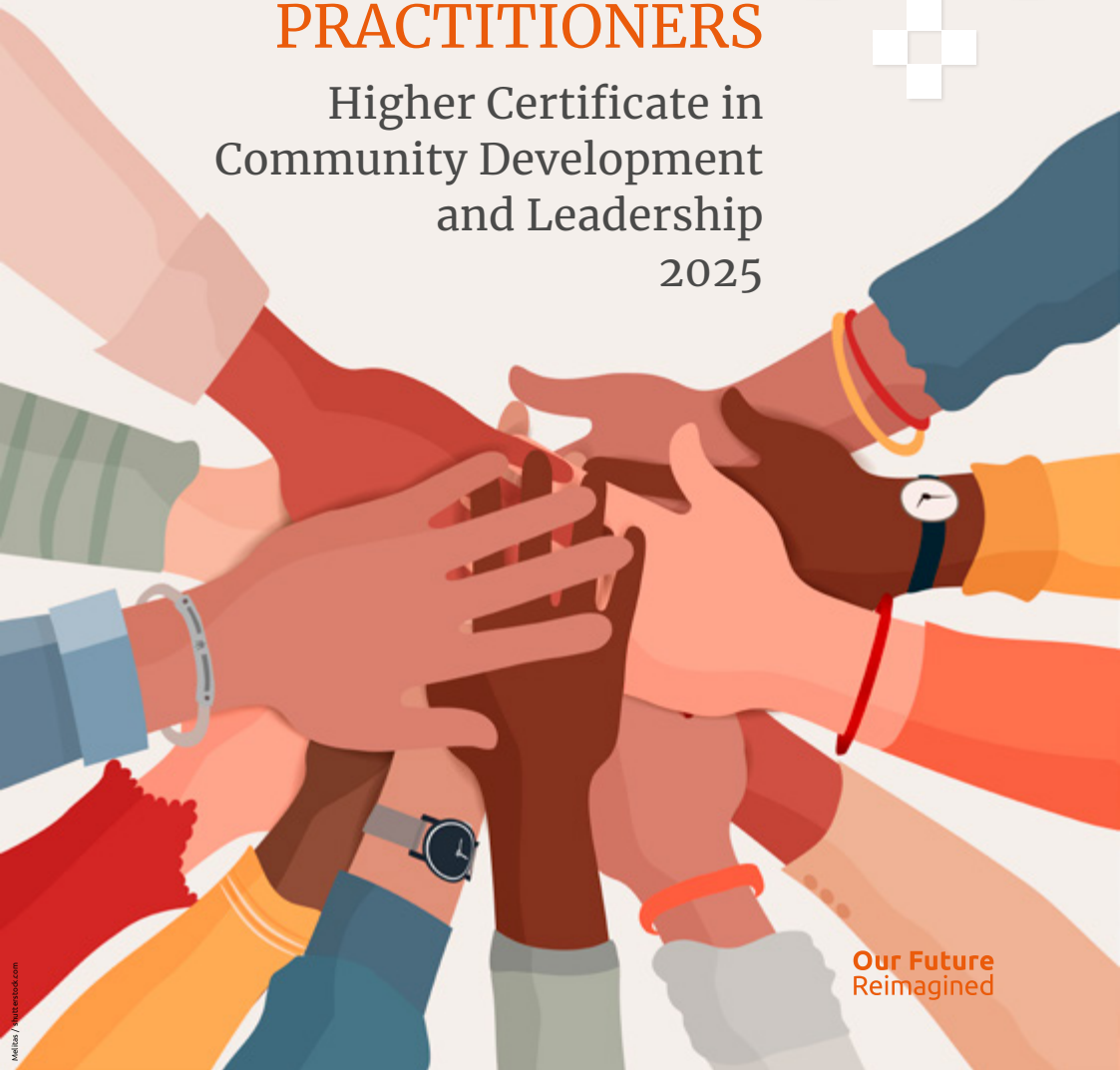
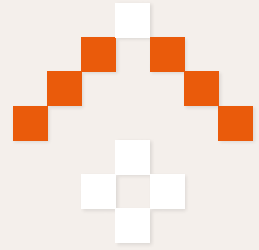


UNIVERSITY OF JOHANNESBURG  
Department of Social Work  
and Community Development



# TRAINING FOR COMMUNITY PRACTITIONERS

Higher Certificate in  
Community Development  
and Leadership  
2025



**Our Future  
Reimagined**

## INTRODUCTION

Within the context of the social development policy of the country, all organisations, such as government, welfare, non-profit, community based, faith-based organisations and even schools, are shifting their focus towards a more holistic, developmental, and participatory community-based approach. These organisations want to, in collaboration with relevant stakeholders, initiate self-sustainable and even profitable projects or programmes but are not equipped to meet these demands. This programme is the answer to address these demands. The training programme enables students to identify and analyse barriers to building inclusive organisations, communities and economies as a basis for social justice through asset-based and citizen-led development approaches, methods and techniques within an organization (of any size) and community context. The programme firstly, aims to empower participants personally to becoming confident, cultural-sensitive, principle-centered and transformative, liberated leaders. Secondly, the training fosters community development facilitators to engaging and networking with different role players and stakeholders, focusing on the strengths and aspirations of all involved, who co-design plans, take co-ownership for the plans and hold each other accountable for the implementation of the plans. These actions are geared towards self-reliant sustainable initiatives. Thirdly, the training enhances students' management and leadership competencies with emphasis on participatory, value-driven, transformational, appreciative and service orientated management and leadership processes and methods. Lastly, the training enables students to approach community initiatives in a businesslike manner in building a solidarity economy based on existing local indigenous cultures and practices.

### **Criteria for selection**

- Students who would like to enrol must have
  - a matric qualification.
  - Students need to be able to negotiate permission from an agency in their community or at their workplace to facilitate a small-scale initiative or project with a group of people.

- Personal requirements entail those prospective applicants must have a general responsiveness towards people, especially less advantaged people, and a willingness to strive towards the empowering of people within organisations and communities.

### **Accreditation**

- The programme is SAQA registered and carries an NQF level of 5 (120 credits).
- Registration No. 80946.

## **PROGRAMME OUTCOMES**

The programme is aimed at enabling participants to:

- identify and analyse barriers to building inclusive organisations, communities and economies as a basis for social justice;
- become personally empowered, cultural-sensitive, principle-centered and transformative, liberated leaders;
- initiate, establish, manage and lead groups in organisations and **where people realise their own power and become community driven citizens**;
- coordinate community actions and network with relevant role-players and stakeholders;
- understand and effectively facilitate the community development process, with primary focus on the Asset-Based Community-driven Development (ABCD) approach;
- facilitate communities to co-create and lead sustainable community initiatives and projects in a cost-effective way; and
- build a solidarity economy based on existing local indigenous practices, which is demand driven and not supply driven.

## **PROGRAMME FORMAT**

The modules will be offered periodically – in a blended format (in-person and online) – over a period of 11 months, by means of participatory learning techniques. Participants will be guided to apply theory to practice throughout the programme. Participants are expected to initiate, plan, lead and evaluate a small-scale project in an organisation or community of their choice.

## **TAILOR-MADE PROGRAMME**

This short learning programme is adaptable and could be customized to address the specific needs of the participants of an organization or institution. A tailor-made training programme could also take place on site – in person and/or blended way, should there be fifteen or more people from the same region or organisation interested in the programme. Time structures will be negotiated with the organisation involved. A quotation will be given, depending on the location, which will include some or all the following: course fees, University fees, transport (flights and/or hire of vehicle, accommodation, and meals).

## **PROGRAMME OVERVIEW**

The programme consists of five modules. Each module will be presented in a three- to five-day workshop. Participants will have to do fieldwork and present a portfolio of evidence of their practice. After each workshop students will need to complete an assignment. Students will be evaluated in the middle and end of the programme. A timetable and final arrangements will be provided before the programme commences.

### **MODULE 1**

#### **Personal and Professional Leadership**

**The success of community facilitators depends on personal leadership competencies based on sound ethics, principles and skills.**

The following will be addressed:

- Legislative, delivery and developmental context of SA and globally
- The link between development and public participation and delivery
- Self-awareness and setting of goals for self-development
- The role, skills, principles and values of people-centred community leaders
- Sensitivity for different cultures
- Life skills e.g. listening, self-reflecting, problem-solving, decision-making, delegation and conflict resolution
- Ethical principles of people-centred community facilitation

## MODULE 2

### **Management and Leadership in Community Development**

The management and leadership competencies for sustainable asset-based community-led development projects and organisations are unique.

The following aspects are addressed:

- Social-political and economic environment – local and global
- Management and leadership approaches and functions focusing on independent self-driven community projects and initiatives
- Techniques and tools for transformational participatory management in different settings and environments to stimulate community building and citizen engagement
- Organisation development within context of ABCD
- Social marketing and fundraising (including digital methods and techniques)

## MODULE 3

### **Community Development Engagement Process**

To establish citizen-led development initiatives in different settings and environments certain knowledge, skills and principles (including digital knowledge, skills and principles) are required.

This module includes the following:

- Barriers to building inclusive organisations, communities and economies as a basis for social justice
- Understand the Asset-Based Community-driven Development (ABCD) approach and able to apply to different settings and environments
- Facilitate the phases of ABCD, using various tools and techniques for different settings and environments to stimulate citizen engagement and sustainable self-reliant communities
- Using various tools and techniques for the co-creation of sustainable initiatives and projects between facilitators and citizens in a partnership way

Local best relevant practice and opportunities for community development and citizen engagement will be emphasised, as well as international best and relevant practices and lessons for SA will be addressed.

#### MODULE 4

### **Elements for Sustainable Community Development Projects**

The elements for sustainable community-led development are the focus of this module.

This module will focus on:

- Capacitating communities
- Developing and maintaining networks and partnerships
- Methods and tools for participatory monitoring and evaluation for sustainable development
- Social accountability for sustainable development initiatives using participatory engaged tools and techniques
- Participatory budgeting for sustainability
- Move from group to organization
- Inclusive governance for sustainable development

#### MODULE 5

### **Social Business Entrepreneurial Skills**

For organisations to survive and grow and continue to serve the community, it is vitally important to approach projects in an engaged and businesslike manner.

In this module, the emphasis will be on:

- Principles, methods, and skills of effective social business leadership
- Community led value chain development using the leaky bucket tool
- Skills to identify opportunities to improve the value chain
- The development of action plans for economic growth of small social businesses
- Value chain analysis development and sustainment

Examples of local and international best and relevant practices and lessons for SA for community development and citizen engagement will be provided throughout all modules.

### **Mid-year and Year-end Evaluation**

A portfolio of evidence will be submitted as well as demonstration of skills by each participant in class. This will be done halfway through the programme and at the end of the programme.

## TUITION FEES

- The tuition fees are **R25 000.00 per person**, which includes VAT, registration fees and ICT-levies.
- **Government/Corporate full payment on/before commencing of programme** (Invoice to be issued – see page 5).
- NPOs (NPO registration number required) and individuals may use debit order system.
- University fees are payable prior to registration. (See Application fees under Methods of Payment, hereunder).
- All learning guides and additional notes are included in the tuition fees.
- Field trips are not included in fees.
- Students are required to purchase the following compulsory prescribed book for the programme.
- The book is available at the Van Schaik Bookstore on campus and it costs approximately R350.00. *Introduction to participatory community practice.* – Nel, Hanna, Louw, Huma, Schenck, Rinie & Skhosana, Rebecca (2021)

## METHODS OF PAYMENT for NPO and individual students ONLY

<b>FIRST PAYMENT</b>	Upon enrolment, including students whose fees are paid by sponsors or employers, have to pay the following minimum amount prior or on the date of registration for this programme. This includes the application, registration and ICT-levy fees: <b>Due: TBC</b>	R5 000.00
<b>SECOND PAYMENT</b>	<b>Due: TBC</b>	R5 000.00
<b>THIRD PAYMENT</b>	<b>Due: TBC</b>	R5 000.00
<b>FOURTH PAYMENT</b>	<b>Due: TBC</b>	R5 000.00
<b>FIFTH AND FINAL PAYMENT</b>	<b>Due: TBC</b>	R5 000.00
<b>All payments must be up to date before final evaluation and assessments.</b>		

- Payments may be made at the official cashiers of the University of Johannesburg (UJ).
- Office hours are from 08:30 to 15:30 Monday to Friday and on Wednesday from 08:30 to 14:00.
- Cash, debit and credit cards are accepted.
- Unfortunately, no cheques, EFT's, postal or money order payments will be accepted.

#### **REFERENCE NUMBERS FOR PAYMENTS**

- *Before a first-time student has been allocated a number, the student's name and ID number should be stated clearly when any payments are made.*
- *Once the student's number has been issued, or if the student has a UJ or RAU number, the student's name and student number should then be used.*

## **DEBIT ORDERS**

As an alternative, students or parents may use the debit order system, which is highly recommended. Students or parents can use the debit order system whereby the outstanding balance, with the exception of the first payment (see above) can be paid in FOUR instalments from May to September. This method of payment has the following advantages:

- Payments can be made over a FOUR-month period, leaving the student/parent with a better cash-flow situation;
- No interest is levied as long as the debit order is honoured;
- Payments cannot go astray; and
- It saves time.



## BANK PAYMENTS

**Students or their sponsors/employers** may pay the due amounts directly into the UJ's bank account at any FNB Bank branch as specified in the following table:

Account Name	<b>University of Johannesburg</b>
Bank	<b>FNB</b>
Branch	<b>Main Street</b>
Branch Code	<b>251-705</b>
Bank Account Number	<b>626 158 73149</b>
SWIFT CODE	<b>FIRNZ AJJ</b>
Reference	<b>ID number OR UJ Student Number;</b> Cert Com Dev and Leadership; Cost Centre: 05.05.005720.20
<p><b>Email Proof of Payment</b> Use the following heading for emails:</p> <ul style="list-style-type: none"> <li>▪ Community Development and Leadership 2025</li> <li>▪ Your ID number or UJ registration number</li> </ul>	<p><b>Auckland Park Kingsway Campus (APK)</b> ENQUIRIES AND REGISTRATIONS: Department of Social Work and Community Development C Ring 615 (6<sup>th</sup> Floor – Orange Block) Contact person 1: Student assistant Email: <a href="mailto:swstudentassistant@uj.ac.za">swstudentassistant@uj.ac.za</a> Email: <a href="mailto:certcdl@uj.ac.za">certcdl@uj.ac.za</a> Telephone: 011 559 3292 COORDINATOR OF PROGRAMME Contact person 2: Prof Hanna Nel Email: <a href="mailto:socialwork@uj.ac.za">socialwork@uj.ac.za</a> Email: <a href="mailto:hannan@uj.ac.za">hannan@uj.ac.za</a></p>

## INVOICES – SPONSORSHIPS, CORPORATE AND GOVERNMENT

Government departments, organisations and employers who wish to be invoiced, please note the UJ only uses the Nedcor Bank account for invoicing purposes, not FNB:

Account Name	<b>University of Johannesburg</b>
Bank	<b>Nedbank</b>
Branch	<b>Corporate Client Services</b>
Branch Code	<b>198-765</b>
Bank Account Numbers	<b>14-54094-206</b>
Reference	<b>ID number</b> before UJ registration <b>UJ Student Number</b> when registered
<p><b>Email Proof of Payment</b>                  Use the following heading for emails:</p> <ul style="list-style-type: none"> <li>▪ Community Development and Leadership</li> <li>▪ Your ID number or UJ registration number</li> </ul>	Contact person 1: Student assistant Email: <a href="mailto:certycdl@uj.ac.za">certycdl@uj.ac.za</a> Email: <a href="mailto:swstudentassistant@uj.ac.za">swstudentassistant@uj.ac.za</a> Telephone: 011 559 3292 COORDINATOR OF PROGRAMME Contact person 2: Prof Hanna Nel Email: <a href="mailto:socialwork@uj.ac.za">socialwork@uj.ac.za</a> Email: <a href="mailto:hannan@uj.ac.za">hannan@uj.ac.za</a>

*The University reserves its rights to claim interest on arrear amounts at the prescribed rate in terms of the Prescribed Rate of Interest Act 1975 (as amended).*

## ADMISSION REQUIREMENT

Students who would like to enroll must have a matric qualification. A post-matric qualification would also be an advantage, although not necessary.

Students need to be able to negotiate permission from an agency in their community or at their workplace to facilitate a small-scale community project with a group of colleagues in an organization or community members.

## DOCUMENTATION REQUIREMENTS

The following documents must be submitted as soon as possible:

- Academic record, i.e. **certified copy** of matric and relevant certificates/diplomas of qualification
- **Certified copy of Identity Document (ID)**
- The Selection Form (Appendix A) on page 8, which you have completed.
- Motivational letter with an overview of relevant community work-experience and how you will implement the learning of this Certificate Course in your own context.

## REGISTRATION

Once we have received your Selection Form, you will be informed about the results of the selection process. In terms of applicants from the same organisation, the university will coordinate with the coordinator of the organisation.

When registering:

- You may need to come to the Auckland Park Kingsway Campus, Department of Social Work and Community Development at C Ring 615 (Orange Block) and fill in an Application Form. Or you may complete the form and email it to the contact person at the Department.
- You will then take the form to the Enrolment Centre to pay the application fee and minimum first payment.
- You may register then during a certain period.

- Copies of all receipts to be sent to:  
**University of Johannesburg**  
**Auckland Park Kingsway Campus (APK)**  
ENQUIRIES AND REGISTRATIONS:  
**Department of Social Work and Community Development**  
C Ring 615 (6th Floor – Orange Block)  
Contact Person: Student assistant  
Email: [certcdl@uj.ac.za](mailto:certcdl@uj.ac.za); [swstudentassistant@uj.ac.za](mailto:swstudentassistant@uj.ac.za)  
Telephone: +27 11 559 3292

## STUDENT CARDS

- Student cards serve as admission to UJ campuses, buildings, lectures and libraries, and proof of identity during examinations.
- Students will only be issued with student cards once they have paid the required fees and received their Proof of Registration document.
- NPO's and Individuals – your monthly debit orders must be honoured for the student card to stay active.

## CONTACT DETAILS FOR FURTHER INFORMATION



**University of Johannesburg**  
Auckland Park Kingsway Campus (APK)  
Corner Kingsway and University Road  
Auckland Park, Johannesburg  
ENQUIRIES AND REGISTRATIONS:  
**Department of Social Work and  
Community Development**  
C Ring 615 (6th Floor – Orange Block)  
Contact Person: Student assistant  
Email: [certcdl@uj.ac.za](mailto:certcdl@uj.ac.za)  
Email: [swstudentassistant@uj.ac.za](mailto:swstudentassistant@uj.ac.za)  
Telephone: +27 11 559 3292

[www.uj.ac.za](http://www.uj.ac.za)