



## MetGovis Training Programme

### **MetVal Introductory Training:**

Introductory MetVal training familiarises the user with basic functionalities of the MetVal system including the GIS Viewer (MetView.) Training is conducted at installation. This provides for query level use of the MetVal system.

Clients may request refresher training for new users. This will be conducted by our consultants onsite and will raise an hourly user support fee.

### **MetVal Advanced Training:**

Learners registered for this training course must be familiar with the basic functionality of MetVal system. This training course has been developed to improve the effective utilisation of the MetVal system. The advanced training module includes:

- MetVal setup menus: configuration and integration to Rates Policy, Town Planning etc. Using menu combinations, advanced data analysis;
- Use of the GIS viewer;
- Printing a roll, changing the setup to suit the municipality- MPRA compliance vs customised requirements. Preparing a General Valuation export file for finance upload;
- Setup of Section 49 Notices mail merge functionality
- Rates clearance setup and usage.

### **MetVal IT Administrative Training:**

This course provides municipal IT/ICT Department's with necessary knowledge of the MetVal system.

The purpose for this training is to transfer technical skills to the municipal technicians for the day to day queries and maintenance of the system. IT Administration training aims to reduce the dependency of the client on MetGovis user support.

### **MPRA Amendment Training:**

Our MPRA Amendment course has been developed to provide professionals with a comprehensive understanding the legislative changes and their impact on the municipal business processes. The effective date of the MPRA amendments was 1<sup>st</sup> July 2015, but municipalities have until 30<sup>th</sup> June 2022 to fully comply.

This full day course includes a hands-on application using the MetVal system to support the new 'real time' roll maintenance, review notices etc.

Candidates are required to bring their municipal rates policies to the training session.

### **MPRA Amendment Training:**

Legislative framework only. ½ day training session.

### **General Valuation Training:**

The MPRA does not prescribe a valuation methodology. It allows for the use of Computer-Assisted Mass Appraisal techniques. Municipal Valuers use various methodologies and techniques. This course un-packs the various methodologies and techniques to make them accessible to the municipal officials.

For municipalities who are striving to compile in-house General Valuations and maintaining/updating their rolls - equipping municipal valuation staff with the knowledge of the various techniques and methodologies is vital.

**General Valuation Contract Management:**

This training course is recommended for all municipalities who outsource their valuation services. The trainees will learn to analyse and understand all the deliverable components of the General Valuation scope of work. This course will empower officials to review and ensure all deliverables are executed for a fully compliant roll. There is focus on reporting requirements as well as how to handle ratepayer queries.

**Introduction to Geographic Information Systems (GIS):**

GIS is a computer-based system that stores geographically referenced data layers (features) and links it with non-graphic data tables (attributes) allowing for information processing. GIS allows for map display and production. It is a spatial decision support system which supports managing what we know, by making it easy to organise and store, access and retrieve, manipulate and synthesize, and apply knowledge to the solution of problems.

**Venue Details:** MetGovis has established a quality Training Centre at our Head Offices, Hilton.  
39 Hilton Avenue, Hilton, 3245.

The training is interactive; each new skill will be learned practically and assessed until the learner is competent and familiar with the process and logic required. If applicable, each learner will be issued with a laptop with a training data base for the duration of the session. It is our intention to equip learners with practical solutions to enable them to solve their operational challenges within their respective environments.

Training courses may be combined or customised depending on municipal requirements.

Minimum number of trainees required.

Our courses are facilitated by accredited trainers

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