



**Institute of Business Management
of Southern Africa**

Public Administration Diploma Programme

Duration: ± 3 years

The programme

Effective and efficient administration in the public sector is key to a successful economy. This qualification is a blend of administration skills relevant in the context of the public sector and is aiming at rapid building of the skills base within the public sector. It ties in with the overall objectives of the public sector to skill learners in line with the strategic need of identified broad competences.

This **Public Sector-SETA accredited course** is aimed at those working or aspiring to work in the public sector and become knowledgeable, multi-skilled workers who are able to contribute to improved productivity and efficiency within the sector.

Purpose:

The purpose of the Public Administration qualification is to provide a structured programme for public officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-orientated public officials is therefore identified as priority in all the three spheres of government.

The qualification will enhance the ability of the qualifying learner as a public finance official to perform the necessary administration tasks expected as well as improve management abilities. In this way, the qualification enhances transferability of skills within different spheres of the public sector.

Programme layout:

Level 1

Level 2

National Certificate in Public Administration NQF 5 (SAQA ID: 50060) Total credits: 160	National Diploma in Public Administration NQF 6 (SAQA ID: 67460) Total credits: 252
Entry Requirements <ul style="list-style-type: none">• Grade 12 (Std 10) or equivalent.	Entry Requirements <ul style="list-style-type: none">• Successful completion of level 1 of the programme, OR• An industry relevant full qualification on NQF level 5

±18 months duration	±2 years duration
<p>Course content (Modules):</p> <ol style="list-style-type: none"> 1. Service Delivery Management 2. Manage and Lead Human Resources in the Workplace 3. The Principles of knowledge management to Public Sector Administration 4. Strategic Planning 5. South African Legislation and Policy affecting Public Administration 6. The Principles of Risk Management to manage Risk Situations in the Public Sector 7. Design, Formulate Public Sector Policies and regulations 	<p>Course content (Modules):</p> <ol style="list-style-type: none"> 1. Strategic Leadership 2. Supply Chain (I) 3. Service Delivery 4. Organizational Strategy 5. Legal and Financial 6. Supply Chain (II) – Strategic Sourcing 7. Knowledge Management 8. Communication 9. Project Management
<p>Study Materials:</p> <ul style="list-style-type: none"> • Downloadable PDF files. These files will be available on your student portal once you finalize your registration. There are no prescribed textbooks you will need to order for this course. 	<p>Study materials:</p> <ul style="list-style-type: none"> • Downloadable PDF files. These files will be available on your student portal once you finalize your registration. • A prescribed textbook that will be sent to you via courier.

Payment plans*:

Level 1

Diploma in Public Administration Level 1 - National Certificate in Public Administration NQF 5			
<p>Once-off payment:</p> <p>R13 300 (All-inclusive)</p>	<p>Instalments:</p> <p>First/initial payment will be R2 800 followed by one of the following instalment options:</p>		
	<p>R2 668 p.m for 4 months</p>	<p>R1 356 p.m for 8 months</p>	<p>R 919 p.m for 12 months</p>

*Once the student completes the first level, they will select the payment option for the second level.

Level 2

Diploma in Public Administration Level 2: National Diploma in Public Administration NQF 6			
Once-off payment: R29 850 (All-inclusive)	Instalments: First/initial payment will be R5 700 followed by one of the following instalment options:		
	R2 113 p.m for 12 months	R1 443 p.m for 18 months	R1 109 p.m for 24 months

Mode of delivery:

- This course is presented through distance learning.
- There are no exams, only assignments you need to complete.

We have well qualified learner assistants who will assist students with assignments for the duration of their studies should they experience any difficulties.

What happens after a student completes the first level?

- They will automatically qualify for the second level of the programme.
- They will receive their Certificate for the **National Certificate in Public Administration NQF 5**, and
- They will select a payment option for the second level of the programme, before continuing onto **level 2**.