

IBM
Institute of Business
Management of Southern Africa

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Occupational Certificate: General Manager: Public Service NQF6

Duration: 15 months (this includes +/- 6 months of workplace hours that may be worked while you study)

NQF level: 6

Credits: 150

SAQA ID: 118791

QCTO Occupational Qualification

Mode of learning: This course is offered through distance and online learning.

Course overview

This qualification is aimed at providing the Public Sector Manager the requisite knowledge, skills and attitude required to serve in the public service across different functional units to create a sound communication base between the respective units and different levels of responsibility.

Purpose

The purpose of this qualification is to prepare a learner to function as a General Manager Public Service. A General Manager Public Service promotes administrative efficiency within government departments by rendering managerial services and support aligned to government policies. Typical attributes envisaged upon achievement of the qualification include leadership, strategist and analyst.

A qualified learner will be able to:

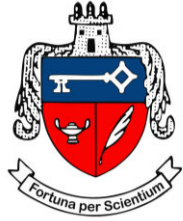
- Implement a departmental strategic plan at unit level.
- Manage finance and human resources at unit level.
- Manage information, communication and technology at unit level.

Course Structure

The qualification consists of a Knowledge Component (Theory), Practical Component (Workplace application) and a Workplace Component (Workplace hours log-sheet).

- 7 Knowledge assignments
- 3 Practical assignments
- Workplace hours (equal to +/- 6 months)

Workplace hours will accumulate at your place of work and may be accumulated while you study. Once you have completed all modules, you will be eligible for the Integrated External Assessment which is an integrated assessment conducted in the form of a written exam. The Assessment will cover key elements of the theory and practical skills. The exam is an **external exam** conducted by a QCTO assurance partner.



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Student support

We have determined, friendly and well-qualified lecturers who will assist you with assignments for the duration of your studies, should you experience any difficulties.

Study Schedule

You will receive a study schedule to help plan your studies. You also have access to a learner assistant who will guide and support you through the study process and will provide all the academic support you need to successfully complete your course.

Certification

On successful completion of your EISA you will receive an Occupational Certificate: General Manager: Public Service from the QCTO (Quality Council for Trades and Occupations).

Study materials

All study material will be accessible online on your student portal and are included in the course fee.

Payment options

Once-off payment: R18 500

Instalment Payment Options:

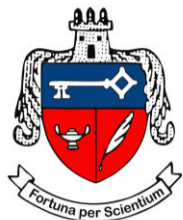
- Initial payment of R2800 followed by 12 monthly payments of R1 373 per month.
- Initial payment of R2800 followed by 18 monthly payments of R938 per month.

Entry Requirements:

1. The minimum entry requirement for this qualification is an NQF Level 5 qualification.
2. **Important:** Learners must have access to a workplace where practical activities can be performed, and workplace hours accumulated.

Experience modules to be completed in the workplace:

- Learning programme and routines planning and preparation process.
- Processes of facilitating and mediating the learning programme in a variety of contexts.
- Processes of observation, assessment, recording and reporting on children's learning and development.
- Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting.



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HOW DO I REGISTER?

You are not required to pay to complete your online registration.

1. Click on this link: <https://institutebm.org.za/courses/full-qualifications/national-diploma-public-administration/>
2. You will now be directed to the relevant course page. Scroll down, select an appropriate payment option (if available) and click on the **Register Now** button.
3. Complete the registration form and create your password (keep this safe).
4. Select your payment method (Direct Bank Transfer/ PAYFAST).
5. Tick the available boxes to accept the Terms and Conditions.
6. Click on the **Place Order** button.
7. You will now receive an **Online Order Confirmation** with your **username** and **order number** displayed on your screen. (This order number will become your student number).
8. You have now successfully completed your online registration! You will receive an email confirming your online registration within 24 hours. This email will contain banking details and reference along with the documents needed to finalise the process and get your studies started.

Need more information?

If you have any further questions on the above qualification, feel free to send an email to enquiries@institutebm.org.za Our dedicated, friendly consultants will assist you with any enquiry you may have!

Important: This qualification is only offered to groups of 10 and more. It is not available for individual registration.