

IBM
Institute of Business
Management of Southern Africa

1 Dias Street, Langebaan, 7357
enquiries@institutebm.org.za
+27 22 772 1746

Occupational Certificate: Public Service Administrator NQF5

Duration: 12 months

NQF level: 5

Credits: 120

SAQA ID: 118766

QCTO Occupational Qualification

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

Course overview

Employment in the Public Service is highly regulated to ensure that the implementation of the Government's policies provide services accordingly to the electorate. 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.

Purpose

A Public Service Administrator provides a structured programme for public officials that work in support of senior management officials, promotes administrative efficiency within governmental departments by rendering administrative services and support aligned to governmental policies, and provides for service delivery objectives in all the three spheres of government.

A qualified learner will be able to:

- Administer workplace outcomes of a unit.
- Administer human resources, finances, and supply chain records in a unit.

Course Structure

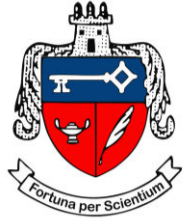
The qualification consists of a Knowledge Component (Theory), Practical Component (Workplace application) and a Workplace Component (Workplace hours log-sheet).

- 8 Knowledge assignments
- 4 Practical assignments
- Workplace hours (equal to +- 3 months)

Workplace hours will be accumulated 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 an QCTO assurance partner.

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.



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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.

When can I register?

Our courses are offered through distance learning, and you can enroll at any time online on our website. Once we receive your online registration, supporting documents and full/ initial payment, we assign the course to your account and prepare your complimentary IBM Welcome Pack for dispatch.

Certification

Upon completion of your EISA you will receive an Occupational Certificate: Public Sector Administrator from the QCTO (Quality Council for Trades and Occupations).

Study materials

All study material will be accessible online on your student portal.

Payment options

Once-off payment: R16 500

Installment options:

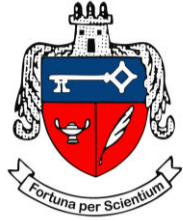
- Initial payment of R 2500 followed by 12 monthly payments of R1 225 per month.
- Initial payment of R 2500 followed by 18 monthly payments of R 836 per month.

Entry Requirements:

1. The minimum entry requirement for this qualification is a Grade 12 Certificate or appropriate NQF level 4 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:

- Provide day to day administrative support to managers in a unit.
- Public Service Administrator.
- Conduct self-management processes and procedures in the workplace.
- Apply value driven and appropriate human resources, financial and supply chain management principles at unit level.



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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-certificate-public-administration-nqf-level-5/>
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.