

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
HIGHER CERTIFICATE IN PUBLIC ADMINISTRATION AND MANAGEMENT	5	123443	125

DESCRIPTION

This qualification was designed with a specific focus on influencing stakeholders' knowledge and approaches in the domain of public service policy development and implementation via service delivery in South Africa. In addition, this qualification also provides for a module on enterprise risk management that entail, among others, the devolvement of risk management from top to lower levels of operations that will enable employees to individually identify operational risks at its initial stages and to mitigate such risks. This practice will lead to integrating enterprise risks with core business processes that will enhance the potential for public service employees and managers to achieve strategically set business process outcomes. This qualification also focuses not only on the principles of public management but also on the principles of public financial management to enhance the holistic development of managers' public service activities. The purpose of the module on public finance management intends to equip students with critical important applied knowledge on financial aspects of among others, the theory of public financial management, financial infrastructure, the public financial legislative framework, budgeting, and expenditure as well as financial accountability.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Admin Assistant
- Bid Administrator
- Budget Analyst
- Case Manager
- Committee Secretary
- Communications Officer
- Contract Administrator

PROGRAMME OUTLINE

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
1st Year semester -1				1st Year semester -2			
Public Management 101		15	5	Public Management 102		15	5
Public Finance 101		15	5	Public Finance 102		15	5
Democratic Developmental States in Southern Africa		10	5	Work Integrated Learning		15	5
Developing soft skills		10	5	Enterprise Risk Management		15	5
Public Administration		15	5				
Total		65		Total		60	

All modules are compulsory. 125 credits are required to obtain the qualification.

TYPE OF PROGRAMME

The programme duration is 1 year on a full-time basis, or 2 years on a part-time basis. Tuition is face to face and is scheduled per campus. Programmes are offered during the week on a full-time and part-time basis. Part-time tuition is scheduled as per the stipulated planner.

ADMISSION REQUIREMENTS

The minimum entry requirement for the Higher Certificate in Public Administration and Management is the following:

- National Senior Certificate: minimum endorsement for Higher Certificate (HC)
- National Senior Certificate Vocational: minimum endorsement for Higher Certificate
- Amended Senior Certificate: minimum endorsement for Higher Certificate
- Non-traditional applicants may gain admission via RPL for Alternative Access assessment
- Non-traditional applicants may gain admission via Senate discretionary admission



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LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your campus. Students will receive electronic versions of the study guides for this programme.

PRICING

Enquire at the Berea College of Technology campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

All Examinations are set by Berea College of Technology.

CERTIFICATION

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Public Administration and Management.

ARTICULATION

This qualification is designed to allow horizontal and vertical articulation to cognate qualifications of the HE Sub-framework and other.

FURTHER STUDIES

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea College of Technology control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea College of Technology will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.

