

# NATIONAL DIPLOMA: PUBLIC MANAGEMENT

## Qualification code: NDPA01 - NQF Level 6

Campus where offered: Soshanguve South, Mbombela and Polokwane campuses

### Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 or thereafter, should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

## REMARKS

a. *Admission requirement(s) and selection criteria:*

### • FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:

#### **Admission requirement(s):**

A Senior Certificate or an equivalent qualification with D symbols at the Higher Grade for English and three other subjects.

#### **Recommended subject(s):**

None.

#### **Selection criteria:**

Applicants who are employed on a full-time basis are selected according to the admission criteria.

The following selection criteria, based on Senior Certificate results, apply to all subjects except English in the case of applications for day classes (full-time studies):

<b>SYMBOL</b>	<b>HG</b>	<b>SG</b>
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

English:

If symbol is lower than a D, apply as indicated above.

If symbol is a D or higher, apply as follows:

HG	10
SG	7
>20	Accepted
15 - 20	Must undergo a TUT potential assessment
<15	Not accepted

### • FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:

#### **Admission requirement(s):**

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy.



**Recommended subject(s):**

Business Studies, Geography, History and any additional languages.

**Selection criteria:**

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least 20.

**Assessment procedures:**

No further assessment will be done. Applicants who achieve the minimum APS will be considered until the programme complement is full.

- b. *Minimum duration:*  
Three years.
- c. *Presentation:*  
Day and evening classes.
- d. *Intake for the qualification:*  
January only.
- e. *Exclusion and readmission:*  
See Chapter 2 of Students' Rules and Regulations.
- f. *Recognition of Prior Learning (RPL), equivalence and status:*  
See Chapter 30 of Students' Rules and Regulations.
- g. *Public Management Practice III (Work-Integrated Learning):*  
Students will not be permitted to register for Public Management Practice III unless they have passed all the set subjects in the first and second years.

A student may re-register for the subject only with the permission of the Head of the Department. The purpose of the re-registration is to provide students with an opportunity to complete the subject rather than redoing it, should they fail the subject.

- h. *Subject credits:*  
Subject credits are shown in brackets after each subject.

Key to asterisks:

- \* Information does not correspond to information in Report 151.  
(Deviations approved by the Senate in August 2005.)

<b>CURRICULUM</b>
-------------------

<b>FIRST YEAR</b>
-------------------

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST SEMESTER</b>			
PEG121T	Public Resource Management I	(0,167)	
PUI101T	Public Information Services I	(0,167)	
PUO101T	Public Office Management I	(0,166)*	
TOTAL CREDITS FOR THE SEMESTER:		0,500	
<b>SECOND SEMESTER</b>			
PUB101T	Public Decision-Making I	(0,167)	
PUV101T	Public Service Delivery I	(0,167)	



SEF101T	Self-Management I	(0,166)*
TOTAL CREDITS FOR THE SEMESTER:		0,500
TOTAL CREDITS FOR THE FIRST YEAR:		<b>1,000</b>

## SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST SEMESTER</b>			
PFN211T	Public Financial Management II	(0,167)	Public Resource Management I
PUE201T	Public Information Practices II	(0,167)	Public Information Services I
PUG201T	Public Human Resource Management II	(0,166)*	Public Resource Management I
TOTAL CREDITS FOR THE SEMESTER:		0,500	
<b>SECOND SEMESTER</b>			
FUN201T	Fundamentals of Research II	(0,167)	
PJF201T	Project Management II	(0,167)	Public Service Delivery I
PLU201T	Public Procurement and Logistics Management II	(0,166)*	Public Resource Management I
TOTAL CREDITS FOR THE SEMESTER:		0,500	
TOTAL CREDITS FOR THE SECOND YEAR:		<b>1,000</b>	

## THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
<b>FIRST SEMESTER</b>			
FPM301T	Financial and Procurement Management III	(0,143)	Public Financial Management II
MOI301T	Management of Information III	(0,143)	Public Information Practices II
PUG301T	Public Human Resource Management III	(0,142)*	Public Human Resource Management II
TOTAL CREDITS FOR THE SEMESTER:		0,428	
<b>SECOND SEMESTER</b>			
ICN301T	Intersectoral Collaboration III	(0,143)	
PRQ301T	Programme Management III	(0,143)	Project Management II
PUQ301T	Public Management Practice III (offered in both semesters) (on completion of all first- and second-year subjects)	(0,143)	
PUQ301R	Public Management Practice III (re-registration) (offered in both semesters)	(0,000)	
PYU301T	Policy Studies III	(0,143)	
TOTAL CREDITS FOR THE SEMESTER:		0,572	
TOTAL CREDITS FOR THE THIRD YEAR:		<b>1,000</b>	
TOTAL CREDITS FOR THE QUALIFICATION:		<b>3,000</b>	



## SUBJECT INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject. On 27 September 2017, the syllabus content was defined as follows:

### F

**FINANCIAL AND PROCUREMENT MANAGEMENT III (FPM301T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Management of the budgeting process, including estimates, cash flow, priorities, performance management and revenue and expenditure management. (Total tuition time: ± 172 hours)

**FUNDAMENTALS OF RESEARCH II (FUN201T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Students acquire the necessary skills to conduct basic research through report-writing, research methodology and design, as well as independent and project research and policy interpretation. (Total tuition time: ± 200 hours)

### I

**INTERSECTORAL COLLABORATION III (ICN301T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Negotiation and conflict resolution techniques, persuasive interpersonal communication skills, strategic thinking skills and problem-solving techniques. (Total tuition time: ± 172 hours)

### M

**MANAGEMENT OF INFORMATION III (MOI301T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Management of information and information systems for the rendering of managerial and administrative services. (Total tuition time: ± 172 hours)

### P

**POLICY STUDIES III (PYU301T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Management, formulation and monitoring of policies and procedures, including planning, decision-making, evaluation and monitoring. (Total tuition time: ± 172 hours)

**PROGRAMME MANAGEMENT III (PRQ301T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Implementation of project management principles and techniques, including programme management, monitoring and control. (Total tuition time: ± 172 hours)

**PROJECT MANAGEMENT II (PJF201T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
Organisation and implementation of projects according to operational policies, including how to monitor operational policies to improve their formulation and implementation. (Total tuition time: ± 200 hours)

**PUBLIC DECISION-MAKING I (PUB101T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
An introduction to environmental scanning, stakeholder and situational analyses, and prioritisation and problem-solving techniques in the implementation of policy. (Total tuition time: ± 200 hours)

**PUBLIC FINANCIAL MANAGEMENT II (PFN211T)** **1 X 3-HOUR PAPER**  
(*Subject custodian: Department of Public Management*)  
A study of internal controls through the auditing process, report writing, expenditure control and management and data collection techniques. Application of internal controls and the management of logistics to ensure the effective utilisation and maintenance of assets and resources. (Total tuition time: ± 200 hours)



<b>PUBLIC HUMAN RESOURCE MANAGEMENT II (PUG201T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
A general overview of the provision and maintenance of resource information, the supervision of staff and performance appraisal in the management of staff. (Total tuition time: ± 200 hours)	
<b>PUBLIC HUMAN RESOURCE MANAGEMENT III (PUG301T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
The management of human resource responsibilities and functions, the maintenance of performance management systems and the facilitation of staff development. (Total tuition time: ± 172 hours)	
<b>PUBLIC INFORMATION PRACTICES II (PUE201T)</b> <i>(Subject custodian: End User Computing Unit)</i>	<b>CONTINUOUS ASSESSMENT</b>
Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 40 hours)	
<b>PUBLIC INFORMATION SERVICES I (PUI101T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
An introduction to the use of electronic media in dealing with the public, with due consideration of constitutional values and the principles underlying public administration. (Total tuition time: ± 200 hours)	
<b>PUBLIC MANAGEMENT PRACTICE III (PUQ301T/R)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>CONTINUOUS ASSESSMENT</b>
Public Management Practice III involves work-integrated learning and the submission of a logbook and portfolio. All students must undergo a minimum period of three months of experiential training at any public sector or related institution. A student cannot obtain the qualification without having successfully completed this subject. (Total tuition time: ± three months)	
<b>PUBLIC OFFICE MANAGEMENT I (PUO101T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
Routine administrative tasks, including office instructions, filing and archiving, security measures and work study. (Total tuition time: ± 200 hours)	
<b>PUBLIC PROCUREMENT AND LOGISTICS MANAGEMENT II (PLU201T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
Application of internal controls and the management of logistics to ensure effective utilisation and maintenance of assets and resources. (Total tuition time: ± 200 hours)	
<b>PUBLIC RESOURCE MANAGEMENT I (PEG121T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
Maintaining internal control in the handling of cash and the provision of stock within budgetary allocations. (Total tuition time: ± 200 hours)	
<b>PUBLIC SERVICE DELIVERY I (PUV101T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
Application of ethical foundations, values and norms in communication with internal and external clients. (Total tuition time: ± 200 hours)	

**S**

<b>SELF-MANAGEMENT I (SEF101T)</b> <i>(Subject custodian: Department of Public Management)</i>	<b>1 X 3-HOUR PAPER</b>
Time management principles and techniques to enhance effectiveness and efficiency. (Total tuition time: ± 200 hours)	

