

# ADVANCED DIPLOMA IN PUBLIC AFFAIRS

## Qualification code: ADPA20 - NQF Level 7 (120 credits)

SAQA ID: 111059, CHE NUMBER: H/H16/E163CAN

Campus where offered: Soshanguve South, Mbombela and Polokwane campuses

### REMARKS

- a. *Admission requirement(s):*  
A Diploma in Public Affairs, **or** a National Diploma: Public Management, **or** a National Diploma: Local Government, **or** a relevant bachelor's degree, **or** an equivalent qualification at NQF Level 6 with a minimum of 360 credits.
- Holders of any other equivalent South African or international qualification may also be considered, see Chapter 1 of Students' Rules and Regulations.
- b. *Selection criteria:*  
Admission is subject to selection. Prospective students will be evaluated based on the marks obtained in the previous qualification and/or work experience.
- Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP). Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, [www.tut.ac.za](http://www.tut.ac.za).
- c. *Recognition of Prior Learning (RPL), equivalence and status:*  
See Chapter 30 of Students' Rules and Regulations.
- d. *Presentation:*  
Evening and block-mode classes.
- e. *Intake for the qualification:*  
January only.
- f. *Minimum duration:*  
One year.
- g. *Exclusion and readmission:*  
See Chapter 2 of Students' Rules and Regulations.

### CURRICULUM

Students register for any one of the following options:

**OPTION 1: ADMINISTRATION OF THE STATE (ADA120)**

#### ATTENDANCE

CODE	MODULE	NQF-L	CREDIT
<b>FIRST SEMESTER</b>			
EPA117V	Economics and Public Finance IVA	(7)	(10)
GDA117V	Governance and Democracy IVA	(7)	(12)
MAA117V	Strategic Management and Accountability IVA	(7)	(12)
RWA117V	Research, Information Management and Report Writing IVA	(7)	(6)



VCA117V	Public Value and Change Management IVA	(7)	(10)
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**plus one of the following modules:**

LGA117V	Local Government IVA	(7)	(10)
MEA117V	Monitoring and Evaluation IVA	(7)	(10)

TOTAL CREDITS FOR THE SEMESTER: 60

**SECOND SEMESTER**

EPB117V	Economics and Public Finance IVB	(7)	(10)
GDB117V	Governance and Democracy IVB	(7)	(12)
MAB117V	Strategic Management and Accountability IVB	(7)	(12)
RWB117V	Research, Information Management and Report Writing IVB	(7)	(6)
VCB117V	Public Value and Change Management IVB	(7)	(10)

**plus one of the following modules:**

LGB117V	Local Government IVB	(7)	(10)
MEB117V	Monitoring and Evaluation IVB	(7)	(10)

TOTAL CREDITS FOR THE SEMESTER: 60

TOTAL CREDITS FOR THE OPTION 1: **120**

**OPTION 2: LOCAL GOVERNMENT (ADPB20)**

**ATTENDANCE**

CODE	MODULE	NQF-L	CREDIT
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**FIRST SEMESTER**

GDA117V	Governance and Democracy IVA	(7)	(12)
MAA117V	Strategic Management and Accountability IVA	(7)	(12)
MFA117V	Municipal Finance IVA	(7)	(10)
RWA117V	Research, Information Management and Report Writing IVA	(7)	(6)
UPA117V	Urban Planning and Local Government Economic Development IVA	(7)	(10)

**plus one of the following modules:**

CPD117V	Citizenry and Public Service Delivery IVA	(7)	(10)
PIJ117V	Project Management IVA	(7)	(10)

TOTAL CREDITS FOR THE SEMESTER: 60

## SECOND SEMESTER

GDB117V	Governance and Democracy IVB	(7)	(12)
MAB117V	Strategic Management and Accountability IVB	(7)	(12)
MFB117V	Municipal Finance IVB	(7)	(10)
RTL117V	Rural Development and Traditional Leadership	(7)	(10)
RWB117V	Research, Information Management and Report Writing IVB	(7)	(6)

### plus one of the following modules:

MPM117V	Municipal Property and Infrastructure Management	(7)	(10)
SRR117V	Sectoral and Stakeholder Relations IVB	(7)	(10)

TOTAL CREDITS FOR THE SEMESTER: 60

TOTAL CREDITS FOR THE OPTION 2: 120

## MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the department or in the study guide that is applicable to a particular Module. On 30 October 2019, the syllabus content was defined as follows:

### C

#### **CITIZENRY AND PUBLIC SERVICE DELIVERY IVA (CPD117V)**

**1 X 3-HOUR PAPER**

*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate planning, performing and controlling the project. A student should be able to define the concept of citizenry in the context of the contemporary approaches to understanding the public sphere, and determine its implication on service delivery, demonstrate the praxis of public sphere, especially in relation to the way politicians, the media and citizens contest the public space, and the extent to which this shape public policy and service delivery, analyse the politics of service delivery and determine their meaning on the post-apartheid South Africa. (Total tuition time: ± 100 hours)

### E

#### **ECONOMICS AND PUBLIC FINANCE IVA (EPA117V)**

**1 X 3-HOUR PAPER**

#### **ECONOMICS AND PUBLIC FINANCE IVB (EPB117V)**

**1 X 3-HOUR PAPER**

*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to the state and economy. A student should be able to apply, evaluate and share broad understanding of key terms, concepts, facts, principles, and rules relating to economy and public finance, discuss the theory of the state and the foundations of economic thought, identify different forms of states and determine their consequences in the economy, explain the role of government in the economy, and analyse different socio-economic models. (Total tuition time: ± 100 hours)



**G****GOVERNANCE AND DEMOCRACY IVA (GDA117V) 1 X 3-HOUR PAPER****GOVERNANCE AND DEMOCRACY IVB (GDB117V) 1 X 3-HOUR PAPER*****(Module custodian: Department of Public Management)***

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills for integrated and critical understanding of governance and democracy and their praxis in the administration of state. A student should be able to explain the concepts of governance, public leadership, and democracy, including their theoretical and philosophical foundations, discuss the principles of leadership and democracy, explain the relationship between democracy and developmental state, identify different governance systems and paradigms and evaluate their impact on managing public affairs, reflect on the macro-organisation of the state, using South Africa as a case study. (Total tuition time: ± 120 hours)

**L****LOCAL GOVERNMENT IVA (LGA117V) 1 X 3-HOUR PAPER****LOCAL GOVERNMENT IVB (LGB117V) 1 X 3-HOUR PAPER*****(Module custodian: Department of Public Management)***

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to the state and economy. A student should be able to discuss the developmental orientation of the South African state, with specific reference to developmental local government, relate the notion of developmental state to developmental local government, explain and justify the role of local government in the South African context, define and evaluate the constitutional imperatives of local government, analyse a broad overview of legislation applicable to local government, and assess the political administrative interface in local government. (Total tuition time: ± 100 hours)

**M****MONITORING AND EVALUATION IVA (MEA117V) 1 X 3-HOUR PAPER****MONITORING AND EVALUATION IVB (MEB117V) 1 X 3-HOUR PAPER*****(Module custodian: Department of Public Management)***

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to monitoring and evaluation in the public sector. A student should be able to demonstrate understanding of key terms and concepts related to monitoring and evaluation in the public sector, explain the significance of monitoring and evaluation in the public sector, give an overview of the evolution of monitoring and evaluation in the public sector, understand institutional framework for monitoring and evaluation in South Africa, and understand the key professional competencies required for a manager of evaluations to conduct meaningful evaluations in a developmental context as identified in the National Development Plan (NDP). (Total tuition time: ± 100 hours)

**MUNICIPAL FINANCE IVA (MFA117V) 1 X 3-HOUR PAPER****MUNICIPAL FINANCE IVB (MFB117V) 1 X 3-HOUR PAPER*****(Module custodian: Department of Public Management)***

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to municipal finance. A student should be able to identify and interpret legislative framework for municipal financial management in South Africa, apply the Inter-governmental Fiscal Relations Act 97 of 1997 to municipal financial management, apply techniques and South African statutes to cash and investment management in a municipal environment, plan a municipal budgeting and reporting cycle by linking it to integrated development planning. (Total tuition time: ± 100 hours)

**MUNICIPAL PROPERTY AND INFRASTRUCTURE MANAGEMENT (MPM117V) 1 X 3-HOUR PAPER*****(Module custodian: Department of Public Management)***

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to municipal property and infrastructure management. A student should be able to understand key concepts/terms related to municipal property/capital assets and infrastructure management, understand municipal property and infrastructure management policy/legislative framework, design and implement municipal asset and infrastructure plan, and design and implement asset registers. A student should also be able to institutionalise municipal asset and infrastructure control system, account for capital assets using Generally Acceptable Accounting Principles (GAAP), and link municipal property and infrastructure management to service delivery. (Total tuition time: ± 100 hours)



**P**

**PROJECT MANAGEMENT IVA (PIJ117V) 1 X 3-HOUR PAPER**  
*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate planning, performing and controlling the project. A student should be able to define project scope, quality, responsibility and activity sequence, develop project schedule, explain how resources are incorporated into the project plan and schedule, including the constraints, and estimate the cost of the project. (Total tuition time: ± 100 hours)

**PUBLIC VALUE AND CHANGE MANAGEMENT IVA (VCA117V) 1 X 3-HOUR PAPER**

**PUBLIC VALUE AND CHANGE MANAGEMENT IVB (VCB117V) 1 X 3-HOUR PAPER**  
*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced integrated knowledge, competencies and contextually relevant skills to be able to justify decisions and actions drawing on appropriate public values, approaches and change management within a supported environment. A student should be able to explain the concept of public value and show its relation to change management, discuss the historical and theoretical antecedents of public value, discuss the theoretical and practical aspects of public value, demonstrate how public value is created, and demonstrate how public values frame public affairs. (Total tuition time: ± 100 hours)

**R**

**RESEARCH, INFORMATION MANAGEMENT AND REPORT WRITING IVA (RWA117V) 1 X 3-HOUR PAPER**

**RESEARCH, INFORMATION MANAGEMENT AND REPORT WRITING IVB (RWB117V) 1 X 3-HOUR PAPER**

*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills to conduct research on any public sector matter for policy advice, manage information, compile or write reports on any matter relating to the administration of the state. A student should be able to use appropriate research methodology and techniques to gather information for policy development, analysis, implementation, and understand the purpose of policy research, proactively identify policy related issues, gather information/data about them, and analyse the same for policy advice, and write policy research reports. (Total tuition time: ± 60 hours)

**RURAL DEVELOPMENT AND TRADITIONAL LEADERSHIP (RTL117V) 1 X 3-HOUR PAPER**

*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to rural development and traditional leadership. A student should be able to explain the meaning of rural development, historicise rural development and settlement in South Africa, discuss the sociology, economics and morphology of rurality, explain rural land use, development economics and agriculture, discuss rural development and land reform, and identify financing models for rural development projects or initiatives and discuss each of them. (Total tuition time: ± 100 hours)

**S**

**SECTORAL AND STAKEHOLDER RELATIONS IVB (SRR117V) 1 X 3-HOUR PAPER**

*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to sectoral and stakeholder relations management. A student should be able to apply contemporary theoretical insights into stakeholder relations management to promote inclusiveness in the decision-making processes, institutionalise multi-sectoral interface and inter-sectoral collaboration to optimise local democracy, build, sustain, and manage stakeholder relationship, and design stakeholder engagement strategy. (Total tuition time: ± 100 hours)

**STRATEGIC MANAGEMENT AND ACCOUNTABILITY IVA (MAA117V) 1 X 3-HOUR PAPER**

**STRATEGIC MANAGEMENT AND ACCOUNTABILITY IVB (MAB117V) 1 X 3-HOUR PAPER**  
*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced integrated and applied knowledge, competencies and contextually relevant skills to be able to develop coherent strategic and performance plans aligned with policy and regulatory framework across all spheres of government, to promote efficiency, effectiveness, and accountability in managing public affairs. (Total tuition time: ± 120 hours)



**URBAN PLANNING AND LOCAL ECONOMIC DEVELOPMENT IVA (UPA117V) 1 X 3-HOUR PAPER**

*(Module custodian: Department of Public Management)*

The module is designed to equip a student with advanced knowledge, competencies and contextually relevant skills as they relate to urban planning and local economic development. A student should be able to explain urban planning and its relations to local economic development, historicise urban planning and human settlement in South Africa, explain urban morphology, discuss and apply the principles of urban planning and human settlement, and explain the relationship between urban planning, land use, and spatial development. (Total tuition time: ± 100 hours)

