

## NATIONAL DIPLOMA: PUBLIC MANAGEMENT

Qualification code: NDPA01 - NQF Level 6

Campus where offered: Soshanguve South, Mbombela and Polokwane campuses (day and evening classes)

Last year of new intake: 2019

Teach-out (phase-out) date: 31 December 2023

Students registered for this qualification should complete their studies according to the teach-out date prescribed for the qualification, subject to the stipulations of Regulation 3.1.11 and 3.1.13 in the Students' Rules and Regulations.

Information on phased-out programmes can be obtained from the TUT website, [www.tut.ac.za](http://www.tut.ac.za).

### CURRICULUM

Consult the 2019 Faculty Prospectus for the full contents of the qualification.

#### FIRST YEAR

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|------|---------|--------|-------------------------|
|------|---------|--------|-------------------------|

##### FIRST SEMESTER

|         |                               |          |  |
|---------|-------------------------------|----------|--|
| 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

##### SECOND SEMESTER

|         |                           |          |  |
|---------|---------------------------|----------|--|
| 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: **1,000**

#### SECOND YEAR

| CODE | SUBJECT | CREDIT | PREREQUISITE SUBJECT(S) |
|------|---------|--------|-------------------------|
|------|---------|--------|-------------------------|

##### FIRST SEMESTER

|         |                                     |          |                               |
|---------|-------------------------------------|----------|-------------------------------|
| 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

##### SECOND SEMESTER

|         |                             |         |                           |
|---------|-----------------------------|---------|---------------------------|
| 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)      | Project Management II               |
| PRQ301T                              | Programme Management III  | (0,143)      |                                     |
| PUC301T                              | 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 a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject. At time of publication, 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)

**PUBLIC HUMAN RESOURCE MANAGEMENT II (PUG201T)** **1 X 3-HOUR PAPER**  
*(Subject custodian: Department of Public Management)*  
 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)

**PUBLIC HUMAN RESOURCE MANAGEMENT III (PUG301T)** **1 X 3-HOUR PAPER**  
*(Subject custodian: Department of Public Management)*  
 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)

**PUBLIC INFORMATION PRACTICES II (PUE201T)** **CONTINUOUS ASSESSMENT**  
*(Subject custodian: End User Computing Unit)*  
 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)



**PUBLIC INFORMATION SERVICES I (PUI101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

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)

**PUBLIC MANAGEMENT PRACTICE III (PUQ301T/R)****CONTINUOUS ASSESSMENT****(Subject custodian: Department of Public Management)**

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)

**PUBLIC OFFICE MANAGEMENT I (PUO101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Routine administrative tasks, including office instructions, filing and archiving, security measures and work study. (Total tuition time: ± 200 hours)

**PUBLIC PROCUREMENT AND LOGISTICS MANAGEMENT II (PLU201T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Application of internal controls and the management of logistics to ensure effective utilisation and maintenance of assets and resources. (Total tuition time: ± 200 hours)

**PUBLIC RESOURCE MANAGEMENT I (PEG121T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Maintaining internal control in the handling of cash and the provision of stock within budgetary allocations. (Total tuition time: ± 200 hours)

**PUBLIC SERVICE DELIVERY I (PUV101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Application of ethical foundations, values and norms in communication with internal and external clients. (Total tuition time: ± 200 hours)

**S****SELF-MANAGEMENT I (SEF101T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Public Management)**

Time management principles and techniques to enhance effectiveness and efficiency. (Total tuition time: ± 200 hours)

