

## POSTGRADUATE DIPLOMA IN PUBLIC AFFAIRS

PGDip (Public Affairs) - NQF Level 8 (120 credits)

**Qualification code: PDPA21**

(Specialisation codes for admission and registration: (PDAI21/PDPB21)

SAQA ID: 117971, CHE NUMBER: H/H16/E200CAN

Campus where offered: Soshanguve South, Mbombela and Polokwane campuses

### REMARKS

- a. *Admission requirement(s):*  
An advanced diploma in Public Affairs or a relevant bachelor's degree, or a Baccalaureus Technologiae: Public Management, or an equivalent qualification at NQF Level 7 (120 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:*  
Selection is based on an assessment by a departmental selection panel. Candidates will be evaluated based on the performance in the previous qualification obtained 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 and July (July intake is only applicable to the 2021 academic year).
- 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 (PDAI21)**

#### ATTENDANCE

CODE	MODULE	NQF-L	CREDIT
<b>FIRST SEMESTER</b>			
GLA118G	Governance and Public Leadership VA	(8)	(12)
HCA118G	Managing Human Capital for the Public Sector VA	(8)	(10)
MSA118G	Managing State Finances VA	(8)	(10)



PGA118G	Programme and Project Management in the Public Sector VA	(8)	(10)
PBA118G	Public Sector Transformation and State Reform VA	(8)	(12)
SLR118G	Social Theory and Research Methodology VA	(8)	(6)

TOTAL CREDITS FOR THE SEMESTER: 60

### SECOND SEMESTER

GLB118G	Governance and Public Leadership VB	(8)	(12)
HCB118G	Managing Human Capital for the Public Sector VB	(8)	(10)
MSB118G	Managing State Finances VB	(8)	(10)
PGB118G	Programme and Project Management in the Public Sector VB	(8)	(10)
PMN118G	Public Sector Planning, Monitoring and Evaluation VB	(8)	(12)
RRP118G	Research Report VB	(8)	(6)

TOTAL CREDITS FOR THE SEMESTER: 60

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

### OPTION 2: LOCAL GOVERNMENT (PDPB21)

#### ATTENDANCE

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

GLA118G	Governance and Public Leadership VA	(8)	(12)
DLA118G	Developmental Local Government VA	(8)	(12)
HCA118G	Managing Human Capital for the Public Sector VA	(8)	(10)
MMA118G	Managing Municipal Finances VA	(8)	(10)
PGA118G	Programme and Project Management in the Public Sector VA	(8)	(10)
SLR118G	Social Theory and Research Methodology VA	(8)	(6)

TOTAL CREDITS FOR THE SEMESTER: 60

#### SECOND SEMESTER

GLB118G	Governance and Public Leadership VB	(8)	(12)
DLB118G	Developmental Local Government VB	(8)	(12)
HCB118G	Managing Human Capital for the Public Sector VB	(8)	(10)



MMB118G	Managing Municipal Finances VB	(8)	(10)
PGB118G	Programme and Project Management in the Public Sector VB	(8)	(10)
RRP118G	Research Report VB	(8)	(6)
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. At time of publication, the syllabus content was defined as follows:

### D

#### **DEVELOPMENTAL LOCAL GOVERNMENT VA (DLA118G) 1 X 3-HOUR PAPER** *(Module custodian: Department of Public Management)*

This module deals with concepts, theory and principles of a developmental local government; A developmental local government and its link to a developmental state; Developmental local government and sustainable development; Strategies to implement a developmental local government; Local government, poverty alleviation, and job creation. (Total notional time: 120 hours)

#### **DEVELOPMENTAL LOCAL GOVERNMENT VB (DLB118G) 1 X 3-HOUR PAPER** *(Module custodian: Department of Public Management)*

The core focal areas of this subject include – Political economy of local government; provision of services to communities in a sustainable manner; Social and economic development; Community participation models/strategies; Mechanisms for the promotion of a safe and healthy local environment. (Total notional time: 120 hours)

### G

#### **GOVERNANCE AND PUBLIC LEADERSHIP VA (GLA118G) 1 X 3-HOUR PAPER** *(Module custodian: Department of Public Management)*

This module covers the evolution of the discipline of Public Affairs; Philosophies, theories, concepts, and principles of governance; The distinction between governance and government; relationship between governance, Public Management and Ethics in the public sector; The relationship between governance and leadership. (Total notional time: 120 hours)

#### **GOVERNANCE AND PUBLIC LEADERSHIP VB (GLB118G) 1 X 3-HOUR PAPER** *(Module custodian: Department of Public Management)*

This module deals with theories, concepts and principles of leadership in the context of managing public affairs in the 21st century; the applicability in the work environment of leadership, government, governance and Public Management; The legislative frame-work of governance; The ethical and democratic dimensions of the administrative activities in state organisations. (Total notional time: 120 hours)

### M

#### **MANAGING HUMAN CAPITAL FOR THE PUBLIC SECTOR VA (HCA118G) 1 X 3-HOUR PAPER** *(Module custodian: Department of Public Management)*

This module focuses on the following – Human resource development portfolios in public sector organisations to optimise efficiency and effectiveness; Human resources policies, strategy, systems and processes; Organisational behaviour, teams and work ethic in the public sector; Labour relations and organisational stability; Talent management; Economics of human capital and compensation/reward systems. (Total notional time: 100 hours)



**MANAGING HUMAN CAPITAL FOR THE PUBLIC SECTOR VB (HCB118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics - Human resource strategy to optimise human effort for high organisational performance; Organisations' economic value of knowledge and skills base. Training and development intervention; Employment laws and policies; Modern technology and human capital function; Change strategy, leadership and implementation. (Total notional time: 100 hours)

**MANAGING MUNICIPAL FINANCES VA (MMA118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics – Legislative framework and public sector structures, systems and processes for public financial management; Departmental budgets; Financial reports and statements; Financial and performance information, and Generally Recognised Accounting Practice (GRAP); Financial and information systems for monitoring and evaluation; Internal audit system, governance architecture, and accountability; and Internal financial control system. (Total notional time: 100 hours)

**MANAGING MUNICIPAL FINANCES VB (MMB118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics – South Africa's public sector audit system; Audit committees; Professional ethics and their application in the administration/management of state finances; Costing techniques applicable in the public sector; Procurement and supply chain management; Tender processes and contract management; Financial models to optimise efficiency in the administration of the state; Information required for cost management; Financial outcomes and departmental objectives; Stewardship in managing state/public finance. (Total notional time: 100 hours)

**MANAGING STATE FINANCES VA (MSA118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics – Legislative framework and public sector structures, systems and processes for public financial management; Departmental budgets; Financial reports and statements; Financial and performance information, and Generally Recognised Accounting Practice (GRAP); Financial and information systems for monitoring and evaluation; Internal audit system, governance architecture, and accountability; Internal financial control system. (Total notional time: 100 hours)

**MANAGING STATE FINANCES VB (MSB118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics – South Africa's public sector audit system and show how its institutionalisation; Audit committee; Professional ethics and their application in the administration/management of state finances; Costing techniques applicable in the public sector; Procurement and supply chain management policies; Tender processes and contract management; Financial models to optimise efficiency in the administration of the state; Information required for cost management; Financial outcomes and departmental objectives; Stewardship in managing state/public finance. (Total notional time: 100 hours)

**P****PROGRAMME AND PROJECT MANAGEMENT IN THE PUBLIC SECTOR VA (PGA118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics - Distinction between programme and project management; Evolution of programme and project management in the science and praxis of governance; How programme and project management can be used to identify, analyse and address complex and/or real-life problems in a workplace to improve service delivery and national imperatives; Sustainable management of programmes/projects; Leadership and institutionalisation of organisational culture for programme/project management. (Total notional time: 100 hours)

**PROGRAMME AND PROJECT MANAGEMENT IN THE PUBLIC SECTOR VB (PGB118G)****1 X 3-HOUR PAPER****(Module custodian: Department of Public Management)**

This module covers the following topics - Designing of public participation models to optimise citizens and government interactions, and adroitly managing stakeholder relationships for the implementation of programmes/projects; Developing a risk profile of a programme/project; Project scheduling; Project procurement and cost management; Project close-out report. (Total notional time: 100 hours)



**PUBLIC SECTOR PLANNING, MONITORING AND EVALUATION VB (PMN118G) 1 X 3-HOUR PAPER**  
**(Module custodian: Department of Public Management)**

This module covers the following topics – South Africa's public sector audit system; Audit committees; Professional ethics and their application in the administration/management of state finances; Costing techniques applicable in the public sector; Procurement and supply chain management; Tender processes and contract management; Financial models to optimise efficiency in the administration of the state; Information required for cost management; Financial outcomes and departmental objectives; Stewardship in managing state/public finance. (Total notional time: 120 hours)

**PUBLIC SECTOR TRANSFORMATION AND STATE REFORM VA (PBA118G) 1 X 3-HOUR PAPER**  
**(Module custodian: Department of Public Management)**

This module covers the following topics – Scholarship on public sector transformation and state reform; State reform and public transformation trends; Concepts, theories and paradigms that shaped the evolution of public sector transformation and state reform; History of public sector transformation and state reform in South Africa; Ethical issues emanating from professional practice in the public sector; Ethical standards in a work environment. (Total notional time: 120 hours)

**R**

**RESEARCH REPORT VB (RRP118G) PROJECT ASSESSMENT**  
**(Module custodian: Department of Public Management)**

This module covers the following topics – Researchable topic and defensible research proposal, clearly indicating the research question/problem, and the appropriate methodological approach; Social science research and elements of social theory to situate the object of study; Social research methods/theory in the study of any aspect related to managing public affairs; Insight into the qualitative and quantitative research methods; Research methods for the study of public affairs; Use of an academic discourse appropriately, reliably, and accurately; Writing scientifically; Interpretation of data and literature review; Viewpoints, insights and ideas on issues that require policy attention; Research report. (Total notional time: 60 hours)

**S**

**SOCIAL THEORY AND RESEARCH METHODOLOGY VA (SLR118G) 1 X 3-HOUR PAPER**  
**(Module custodian: Department of Public Management)**

This module covers the following topics – Social theory and its purpose/role in social science research; Relationship between theory and research; Various subtexts of social theory: etymology, social thought, social questions, social theories and paradigms of research, and theory construction; Social research methods/theory in the study of public affairs; Qualitative and quantitative research methods. (Total notional time: 60 hours)

