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			Approved By: B van Rooyen	
	Department : Academics		Date Released	25 July 2014
	Revision		08	

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
DIPLOMA IN PUBLIC ADMINISTRATION	73496	LEVEL 6	360
QUALIFICATION TYPE:	NATIONAL DIPLOMA		

DESCRIPTION

The Diploma in Public Administration is a three-year qualification that reflects the needs of management in the public sector where both hard and soft skills are in short supply. Competent practitioners in this sector are required to improve quality standards, increase productivity levels, address performance requirements and obtain current and appropriate knowledge and skills in key management areas.


This programme responds to this need by providing students with a range of relevant and essential management and administrative skills that will increase opportunities for their successful contribution to, and growth in the public sector. This programme is directed primarily at persons with some foundational management knowledge and work experience, and who would like to expand their management and administrative competencies. Key areas of the programme include general management and related disciplines such as local government management, public management and public law. The programme will be of benefit to individuals who intend starting a career in public administration and who understand the importance of management skills as an integral part of any successful and responsive public sector.

CAREER FIELDS

Learners could pursue a career as a:

- *Manager within local, provincial and national government*
- *Public administration officer*
- *Supervisors and administration clerks in the various branches of public sector and quasi-government organisations*

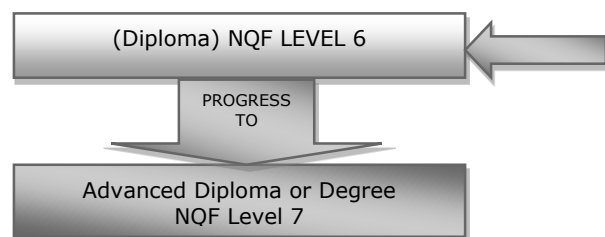
1 st YEAR SUBJECTS	NQF LEVEL	CREDITS
General Management 1	5	20
Business Communication	5	20
Local Government Management 1	5	20
Public Management 1	5	20
Public Personnel Management 1	5	20
Electives (select one)		
• Business Mathematics	5	20
• Concepts of Management Computing	5	20
• Management Principles and Techniques	5	20
• Public Relations 1	5	20
Total Credits		120
2 nd YEAR SUBJECTS	NQF LEVEL	CREDITS
Public Personnel Management 2	6	20
Public Management 2	6	20
Project Management	6	20
Local Government Management 2	6	20
Electives (select two)		
• Disaster Management 1	6	20
• Public Relations 2	6	20
• Business Ethics	6	20
Total Credits		120

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3rd YEAR SUBJECTS	NQF LEVEL	CREDITS
Public Personnel Management 3	7	20
Public Management 3	7	20
Public Law	7	20
Electives (select two)		
• Corporate Social Responsibility	7	30
• Disaster Management 2	7	30
• Labour Relations	7	30
Total Credits		120
	TOTAL CREDITS	360

ARTICULATION



TYPE OF PROGRAMME

- Part Time
- This is a higher education programme accredited by the Council on Higher Education (CHE) and registered with the Department of Higher Education and Training (DHET).
- It is also registered at SAQA

DURATION


Minimum – 3 years of study (part-time)
Maximum – 6 years of study (part-time)

ADMISSION REQUIREMENTS

The minimum entry requirement is a National Senior Certificate OR equivalent.
For full details on minimum requirements, contact the College.

CREDIT ACCUMULATION TRANSFER (CAT)

Recognition of Prior Learning (RPL) processes and Credit Accumulation and Transfer (CAT) and/or articulation are all closely related to assessment practices, and together these three provide the mechanisms for giving effect to the desired movement of individuals within and between non-completed qualifications on the HEQSF as envisaged in the NQF Act 67 of 2008.

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Enquire at your nearest Lyceum Branch Office for more information regarding the awarding of subject credits (Credit Accumulation and Transfer - CAT) towards Lyceum Qualifications.

LEARNER MATERIAL

Study material are largely supplied in digital format only. Printed copies can be ordered at the prescribed tariffs. Prescribed textbooks are excluded and must be procured by the student. (Terms and Conditions apply)

PRICING

Enquire at your nearest Lyceum Branch Office or at the Main Campus for a current programme pricelist.

ADDITIONAL COSTS (Examinations)

- You have two **examination opportunities** within your contract period.
- No examination fees** are applicable for the **first time** you write any subject within your contract period.
- Examination fees are payable if you write any subject **for the second time**, i.e. if you have failed your first attempt within the contract period.
- Students who enrol for any study year have two examination opportunities. Students can select to write any number of subjects during the first or second examination opportunity. **If you elect to write the exam during the first opportunity** and fail, you may re-write (as a supplementary) at the second opportunity upon payment of the prescribed supplementary examination fee. **If you elect to write the examination at the second opportunity** but fail, you may write the examination during the first chance of the next cycle ONLY, upon payment of the supplementary examination fee. If you again fail, having exhausted the above opportunities, you MUST re-register for the subject before a further examination may be attempted.

ASSESSMENT

Assessments consist of **one assignment (formative assessment)** and **a final examination (summative assessment) for each subject**. If you fail to submit the compulsory assignment in time you can request permission to submit a penalty assignment at a penalty fee. If you did not submit an assignment you cannot register for examinations. Make sure you submit the compulsory assignment within the prescribed time because it does not cost you anything.

Your final mark for each subject will be calculated as follows:-

- Assignment contributes 20% towards the final mark
- Examination contributes 80% towards the final mark

A student who submitted an assignment for a specific subject, and fails that subject, does not have to re-submit a further assignment prior to writing the "supplementary" examination. The assignment mark is automatically carried over. However, if the assignment mark is low, and the student wishes to re-do the assignment, he/ she may apply to the examinations section for a copy of the new assignment (at the prescribed fee) and may then re-submit the assignment on or before the new due date.

CERTIFICATION

Upon successful completion of your programme, you will receive a certificate depicting: - Diploma in Public Administration and an academic transcript. These documents will be issued at the annual graduation ceremony, couriered to the nearest branch or posted to you, provided that your account is in order.

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FURTHER STUDIES

Please enquire at Lyceum or visit our webpage for more information. You may also elect to discuss this issue with the Lyceum Academic Team or your Student Advisor.

IMPORTANT INFORMATION

After enrolment you will receive a **Student Support Manual** with important information e.g. cut-off dates, examination registration etc. You may request a copy hereof in writing before enrolment.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Lyceum’s 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, Lyceum 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:.....

Signature:

(if applicable)

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

Name of Student Advisor:

Signature:

Date:

NB: The learner must initial each page and sign the last page. Please note the original signed copy should be kept on the learner record file.

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