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| | | Approved By: B van Rooyen | |
| | | Department : Academics | |
| | | Date Released | 25 July 2014 |
| | | Revision | 09 |

| PROGRAMME TITLE | SAQA ID | NQF | CREDITS |
|-----------------------------------------|--------------|----------------|------------|
| DIPLOMA IN PUBLIC ADMINISTRATION | 73496 | LEVEL 6 | 360 |

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*

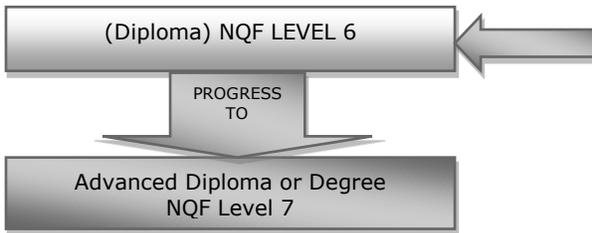
| 1 st YEAR SUBJECTS | NQF LEVEL | CREDITS |
|----------------------------------------|-----------|---------|
| General Management | 5 | 20 |
| Business Communication | 5 | 20 |
| Local Government Management 1 | 5 | 20 |
| Public Management 1 | 5 | 20 |
| Public Personnel Management 1 | 5 | 20 |
| Electives (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 |
| 3 rd YEAR SUBJECTS | NQF LEVEL | CREDITS |
| Public Personnel Management 3 | 7 | 20 |
| Public Management 3 | 7 | 20 |
| Public Law | 7 | 20 |

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| 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

- A Grade 12 Certificate with admission to diploma studies
- An achievement rating of 3 (40% - 49%) in 4 recognised 20 credit bearing subjects
- English at grade 12/NQF level 4 or equivalent
- Age Exemption (23 years or older)
 - At least five years post-Secondary School experience in the field in which the student wish to study and
 - Proof of English language proficiency and
 - National Senior Certificate or equivalent
- Mature age applicants, 45 years and older without a school leaving qualification, may apply for conditional exemption
- Foreign Students whose first language is not English, may be required to provide proof of proficiency in English prior to admission to the programme

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

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desired movement of individuals within and between non-completed qualifications on the HEQSF as envisaged in the NQF Act 67 of 2008.

The final approval for applications in respects of CAT and RPL, is subject to academic vetting in terms of applicable legislation and institutional policies.

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)

The College has a small number of prescribed textbooks. Should you experience undue problems to acquire your textbooks, you may enquire at the College.

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 mar

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.

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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.

It is the learner’s responsibility to ensure they meet all the programme requirements before a qualification can be issued.

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.

You will also have free access to the College’s Student Portal(s). A range of important information is posted on the portal and you are advised to frequent the portal periodically to view any updates, general and important information.

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)

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.