

**HET 2019 FACT SHEET  
FACULTY OF MANAGEMENT STUDIES  
DIPLOMA IN PUBLIC MANAGEMENT AND  
ADMINISTRATION  
FT OR PT**

| Programme Title                                 | SAQA ID | NQF     | Credits |
|-------------------------------------------------|---------|---------|---------|
| Diploma in Public Management and Administration | 60050   | Level 6 | 365     |

**1. Type of programme**

- Full-time or part-time
- Contact

**2. Description**

The Diploma in Public Management and Administration aims to provide students with the knowledge and practical skills required to perform effectively in the corporate arena. This qualification was developed in partnership with industry to meet their needs and produce employable students with relevant skills in the field of Public Management. The qualification promotes understanding of the value that Public Management can provide to society, and the economy at large. Due to the ongoing transformation process, career opportunities in government are expanding and there is a great demand for skilled civil servants. The public sector in South Africa is notorious for poor service standards and the poor delivery of services. The Diploma in Public Management and Administration was created in line with national objectives regarding the shortage of skills within the industry and in response to real needs: local, regional and national.

**3. 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
- Mathematics or Mathematical Literacy with a minimum achievement rating of 2
- English at Grade 12/NQF level 4 or equivalent
- Age Exemption (23 years or older)
- 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

**4. Duration**

The programme duration is 3 years full-time and 5 years part-time and tuition is face to face. ICESA tuition is scheduled per campus. Programmes are offered during the week on a full-time or part-time basis. Part-time tuition is scheduled as per the stipulated planner.

**5. Textbooks and Study Guides**

All lists of prescribed textbooks will be provided by your nearest ICESA City Campus. Students will receive an electronic version of the academic guides (e-guides) for this programme. All textbooks and printed versions of the e-guides are excluded from the tuition fees.

**6. Pricing**

Enquire at your nearest ICESA CITY CAMPUS for a current programme pricelist.

**7. Additional costs**

Students must make provision for additional items such as textbooks, stationery, supplementary examination and educational field trips where necessary and research costs.

| SC Initial | Student Initial |
|------------|-----------------|
|            |                 |

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### 8. Syllabus

\* Indicates subjects that need to be completed in the sequence stipulated, i.e. it is a pre-requisite to first complete 1<sup>st</sup> Year, before registering for 2<sup>nd</sup> Year.

#### YEAR 1:

| Subjects:                      | Credits    |
|--------------------------------|------------|
| Public Management 1*           | 35         |
| Public Personnel Management 1* | 35         |
| Local Government Management 1* | 30         |
| Business Communication         | 20         |
| <b>Total Credits</b>           | <b>120</b> |

#### YEAR 2:

| Subjects:                      | Credits    |
|--------------------------------|------------|
| Public Management 2*           | 35         |
| Public Personnel Management 2* | 35         |
| Local Government Management 2* | 35         |
| Disaster Management 1*         | 20         |
| <b>Total Credits</b>           | <b>125</b> |

#### YEAR 3:

| Subjects:                      | Credits    |
|--------------------------------|------------|
| Public Management 3*           | 30         |
| Public Personnel Management 3* | 30         |
| Public Law                     | 15         |
| Disaster Management 2*         | 20         |
| Experiential Learning (WIL)    | 25         |
| <b>Total Credits</b>           | <b>120</b> |

### 9. Career fields

Students can be employed in the following career fields:

- Government Official
- Political Administrator
- Community Developer

### 10. Certification

On successful completion of the programme, you will receive an ICESA Diploma in Public Management and Administration.

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**11. Further studies**

Students may pursue further studies at an accredited institution of Higher Education. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

**Disclaimer**

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of ICESA (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, ICESA will notify current students. All possible measures will be taken to minimise inconvenience to students.*

**Student Acknowledgment**

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 Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Sales Consultant: \_\_\_\_\_

Signature of Sales Consultant: \_\_\_\_\_

Date: \_\_\_\_\_

- Please note that the original signed copy must be kept on the student record file

| SC Initial | Student Initial |
|------------|-----------------|
|            |                 |