

Further Education and Training Certificate: Public Administration

SAQA QUAL ID		QUALIFICATION TITLE	
57824		Further Education and Training Certificate: Public Administration	
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY		NQF SUB-FRAMEWORK	
PSETA - Public Service Sector Education and Training Authority		OQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Education and Training Certification	Field 03 - Business, Commerce and Management Studies	Public Administration	
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	
146	Level 4	NQF Level 04	
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	
2024-06-30		2027-06-30	

PURPOSE

The purpose of the FETC: Public Administration is to provide a structured programme for public officials that work in support of senior management officials in providing for service delivery objectives. The FETC: Public Administration is aimed at practitioners working in the public sector. The need for well-qualified efficient, client-oriented public officials is identified as a priority in all the three spheres of government – National, Provincial and Local Government and has transferability of skills between the private and the public sector.

Qualifying learners will be able to follow various careers within the Public Sector's:

- Financial Services
- Administration
- Management
- Procurement and Supply Chain Management
- Supervisory Administration

WHO SHOULD APPLY?

Candidates who

- Have attained the National Certificate: Public Administration: Level 3 or any related administration, public administration or municipal administration and generic administration qualifications and wish to continue on a path of life-long learning within the Public Administration or related qualifications.
- Have worked in Public Administration or Municipal Administration for many years, but have no formal Qualifications in their area of expertise.
- Wish to extend their range of skills and knowledge of Public Administration so that they can become knowledgeable workers.
- Are contracted in a learnership agreement.
- Have recently taken up a position in Public Administration.

LEARNING ASSUMED TO BE IN PLACE:

Assumption: Competence in Communication at NQF Level 3, and Mathematical Literacy at NQF Level 3.

RECOGNITION OF PRIOR LEARNING:

- The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible.
- Learner and Assessor will jointly decide on methods to determine prior learning and competence in the knowledge, skills, values and attitudes implicit in the Qualification and the associated Unit Standards.
- Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow for:

- Accelerated access to further learning at this or higher levels on the NQF.
- Gaining of credits towards a Unit Standard in this Qualification.
- Obtaining this Qualification in whole or in part.
- All recognition of Prior Learning is subject to quality assurance by the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

ACCESS TO THE QUALIFICATION:

- Access to this Qualification is open, bearing in mind the Learning Assumed to be in Place itemised below. It is recommended that learners are competent in the Qualification - National Certificate in Public Administrative Services: Level 3 or Generic Administration: Level 3 or equivalent before accessing this Qualification.

QUALIFICATION RULES:

The Qualification consists of a Fundamental, a Core and an Elective Component.

A total of 146 credits will be awarded as detailed below:

Fundamental Component:

- All Unit Standards are compulsory
- Mathematical Literacy at Level 4 -16 credits.
- Communication at Level 4 in a First South African Language -20 credits.
- Communication in a Second South African Language at Level 3 - 20 credits.
- It is compulsory therefore for learners to do Communication in two different South African languages, one at Level 4 and the other at Level 3.

Core Component:

- Compulsory 70 credits

Elective Component:

- The Elective Component consists of Unit Standards to the value of 88 credits.
- Learners are to choose Unit Standards to the minimum of 20 credits.

EXIT LEVEL OUTCOMES:**Learners will be able to:**

- Apply public sector principles, policies and ethics to own public sector work context.
- Apply the principles of good customer service in own public sector context.
- Apply administrative principles in implementation of public sector procedures and work schedules.
- Demonstrate an ability to apply the principles of problem identification and analysis.
- Contribute towards team development in own public sector context.
- Apply the principles of communication in own work context according to public sector communication protocol.