

National Certificate: Public Administration

SAQA QUAL ID		QUALIFICATION TITLE	
57804		National 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	
National Certificate	Field 03 - Business, Commerce and Management Studies	Public Administration	
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	
157	Level 3	NQF Level 03	
LAST DATE FOR ENROLMENT			LAST DATE FOR ACHIEVEMENT
2024-06-30			2027-06-30

PURPOSE:

Effective and efficient administration in the public sector are key to a successful economy

The qualification is designed to build the skills base within the public sector rapidly by blending administration skills relevant to the public sector. As such, it aligns with the public sector's strategic needs for broad competences to skill learners.

This qualification reflects the skills and competencies needed by people working, or seeking employment, in the Public Sector. It also emphasizes the ethical basis of service delivery. The course provides skills, knowledge, understanding, attitudes, and values essential to Public Sector Administration. Additionally, it develops skills in information technology, communications, writing, and service delivery.

On completion of this qualification the qualifying learner will:

- Be competent in core administration and data capturing skills.
- Understand and be able to apply public sector policies, procedures and processes.
- Recognise and understand the purpose and structure of their own workplace, and the purpose of specific departments or sections and the way in which each contributes to the objectives and purpose of the public sector in the country.
- Understand the role that the public sector plays in the South African economy as a whole.
- Be able to plan his/her work to meet deadlines and performance standards demanded by the department.
- Be able to measure and evaluating his/her level of performance against performance standards and plan improvement strategies.
- Be able to develop a skills development plan for him/herself and apply it so improving productivity levels.

WHO SHOULD APPLY?

People employed, or seeking employment in the Public Sector, in a role where they provide administration services

LEARNING ASSUMED TO BE IN PLACE:

Assumption: Communication & Mathematical Literacy at NQF level 2 and Computer Literacy at NQF level 1.

RECOGNITION OF PRIOR LEARNING:

- One of the primary purposes of this qualification is to recognise prior learning.
- The learner should be thoroughly briefed on the mechanisms to be used and provided with sufficient support and guidance to prepare for the assessment process.
- Care should be taken that the mechanism used for RPL provides the learner with the opportunity to demonstrate competence and is not so onerous as to prevent learners from taking up the RPL option to gain this qualification.
- This qualification will also allow for the design of top-up courses based on gaps established during an initial assessment process.

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 of this Qualification in part or in whole.

ACCESS TO THE QUALIFICATION:

- Access to this Qualification is open, bearing in mind the Learning Assumed to be in Place itemised below.

QUALIFICATION RULES:

A minimum of 160 credits is required to complete the Qualification, which is made of the following components:

- Fundamental: 36 credits.
- Core: 103 credits.
- Electives: 18 credits.
- Total: 157 credits.

Motivation for number of credits assigned to Fundamental, Core and Elective Components

Fundamental Component:

- All the Unit Standards in this component are Compulsory.
- Unit Standards to the value of 20 credits are allocated to Communication at NQF Level 3 and Unit Standards to the value of 22 credits to Mathematical Literacy.
- These Unit standards will help the learner to become a literate and numerate worker who is able to function competently in the global community of which South Africa is a part.

Core Component:

- All the Unit Standards in the Core Component are compulsory.
- The Unit standards in the Core Component will equip the learner with the essential administration skills and knowledge required to effectively perform an administrative function in a Public Administration office so improving service delivery to the customer.

- The Core Unit Standards are grouped under topics, which consist of generic competencies to facilitate effective service delivery in the public sector. They promote the personal development of the learner.

Elective Component:

- Candidates may select standards from the list of electives that reflect a personal career development interest or equip them with the building blocks of knowledge and skills required for learning at the next level on the NQF.

EXIT LEVEL OUTCOMES:

On achieving this qualification, the learner will:

- Provide an effective administration service at practitioner level in the public sector at national, provincial or local government level.
- Demonstrate knowledge of the legal, regulatory and policy frameworks applicable to own work environment.
- Deliver and make informed judgements about the quality of the administration service, offered to clients.
- Take responsibility for managing own performance and growth as administrative practitioners in the context of public sector human resource development policies and procedures.
- Use and maintain computers and workplace equipment relevant to own public administration role in own operating context.
- Maintain health, safety and security of the work community and environment.