

National Certificate: Public Administration

SAQA QUAL ID		QUALIFICATION TITLE	
50060		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	Office Administration	
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	
141	Level 5	Level TBA: Pre-2009 was L5	
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	
2024-06-30		2027-06-30	

PURPOSE:

The need for well qualified, efficient, client-oriented public officials led to the design of NQF level 5 Public Administration qualification aims to provide a structured programme for public officials working with senior management officials to support strategic leadership and management to transform all spheres of government.

Exit Level Outcomes include knowledge management, policy formulation, risk management, the application of a public sector legislative framework, leadership, financial management, project management and information technology for the public sector. These competencies encompass the competencies required by public officials working at the operational level.

Having the qualification will enhance a learner's ability to perform administration tasks as a public finance official. It will also improve management skills. This enhances skills transfer within the public sector. Moreover, learners gain a firm foundation for further studies at NQF levels 6 and 7. This qualification enables skills transfer between the private and public sectors.

Qualifying learners could follow a career within the Public Sector's:

- Financial Services.
- Administration.
- Management.
- Accounting.
- Project/Public Entity Management.

Learning Pathway:

- The Certificate at NQF Level 5 allows the learner to work towards a nationally recognised qualification.
- The Certificate at NQF Level 5 allows the learner to work towards a nationally recognised qualification. The qualification will allow both those in formal education and those already employed in organisations in the Public Administration and Management field of learning in the public sector access to a Qualification that can be used as a benchmark to gauge their competence against local and international standards.

WHO SHOULD APPLY?

The Certificate in Public Administration is a specialised Qualification which offers administrative, managerial and knowledge and skills that contributes to service delivery in the public sector to learners who:

- Have attained the National Certificate in Business Administration: Level 4 or any related financial, accounting, or public 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, Accounting, Public Financial Management, Municipal Financial Administration/Management 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 and Management so that they can become knowledgeable workers.
- Are contracted in a learnership agreement.
- Have recently taken up a position in Public Administration and Management.
- Have not yet acquired the skills and competencies required for learning higher level Public Administration and Management.

LEARNING ASSUMED TO BE IN PLACE:

- All learners accessing this qualification must be in possession of a Further Education and Training Certificate or equivalent qualification, bearing in mind the learning assumed to be in place.
- Learners will have competences in a first and second language, as well as Communication NQF Level 4, and Mathematical Literacy NQF level 4.
- It is recommended that learners are also competent in the Unit Standard titled Demonstrate an understanding of and apply principles of knowledge management to public sector administration and management, Level 4, 8 credits.

RECOGNITION OF PRIOR LEARNING:

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
- It is recommended that learners are competent in the Qualification- National Certificate in Business Administrative Services: Level 4 or Financial Management: Level 4 or FETC: Accounting, before accessing this Qualification.

QUALIFICATION RULES:

- The Certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training.
- The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective.
- A minimum of 160 credits is required to complete the qualification. Credits are allocated as follows:

- **Fundamental:** 27 credits, 19%
- **Core:** 94 credits, 67%
- **Electives:** 20 credits, 14%
- **Total:** 160 credits, 100%

Motivation for number of credits assigned to fundamental, core and elective.

Fundamental Component:

- All Unit Standards are compulsory.
- Communication, Ethics and Self Development compulsory unit standards 27 credits.
- Intermediate communication skills required to effectively fulfil public administration and management functions within the public sector and this component - 9 credits.
- Ethics and Professional codes of Conduct in the Public Sector - 8 credits.
- Self-development and awareness – 10 credits All the Unit Standards are compulsory.

Core Components:

- All Unit Standards are compulsory.
- The Core Unit Standards provide the basic knowledge and skills that all workers need to know about Public Administration and Management – 94 credits.

Elective Component:

- 206 credits are allocated for specialisations.
- . Learners are required to select Electives that add up to at least 19 credits
- While learners may choose any of the Electives to make up the 20 credits, it is preferable that the learner chooses the complete set of Standards listed even if this should mean that the minimum number of credits is exceeded.

EXIT LEVEL OUTCOMES:

On achieving this Qualification, the learner will:

- Manage service delivery improvement and employ client service delivery techniques.
- Manage and lead human resources in the workplace.
- Apply the principles of knowledge management to public sector administration.
- Plan strategically to improve business performance.
- Apply South African legislation and policy affecting public administration.
- Apply the principles of risk management to manage risk situations in the public sector.
- Design, formulate public sector policies and regulations.