POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION

QUALIFICATION:
POSTGRADUATE DIPLOMA IN PUBLIC ADMINISTRATION
SAQA ID 110463, NQF Level 8

MODE OF DELIVERY:
Distance Learning Online (DLO)

DESCRIPTION AND PROGRAMME PURPOSE

The Postgraduate Diploma in Public Administration aims to prepare senior managers for their roles in managing complex problems in the public sector. It is aimed at persons at the levels of Assistant Director, Deputy Director, Director and Chief Director in public service. The qualification contains modules covering the core functions of management, namely leadership, governance, strategy, finance and people management.

High-level problem-solving, systems thinking, and innovation are threads that run through each of the modules. In the final compulsory module, the *Integrated Public Service Project*, students are required to use all the knowledge and skill acquired in earlier modules to identify a real-world problem and to critically review information-gathering, synthesis of data, evaluation and management processes in this specialised context in order to develop a creative response to the problem identified.

Currently, the elective choice is between *Developmental Studies* (related to economics) and *Public Policy Management*, but it is envisaged that more electives focusing on specialist areas may be added in future.

WHO SHOULD ENROL?

Managers who wish to enhance their managerial capabilities within the senior echelons of the public sector. Managers who work full-time, who cannot afford extended periods of time away from work.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Apply relevant theories and concepts in the fields of management, leadership, finance, human resources and strategy to solve complex problems in a public sector setting.
- Manage the conceptualisation and implementation of strategies, policies and plans in a public sector environment with due regard to national and global contexts.
- Promote ethical decisions on complex institutional issues with sensitivity and awareness of consequences in an autonomous manner.
- Collect, interpret and process data and information in order to make informed decisions.

PROGRAMME STRUCTURE

Module name	Credits	C/E
Strategic Public Management and Governance SPMG01-8	17	Compulsory
Public Sector Leadership PSEL01-8	17	Compulsory
Strategic Public Sector People Management SPSP01-8	17	Compulsory
Programme Monitoring and Evaluation PMEV01-8	17	Compulsory
Public Financial Accountability PFIA01-8	17	Compulsory
Integrated Public Service Project IPSP01-8	18	Compulsory
Development Economics DEVS01-8	17	Elective
Public Policy Management PPMA01-8	17	Elective

MODULE DESCRIPTIONS

Compulsory

INTEGRATED PUBLIC SERVICE PROJECT IPSP01-8

This module aims to provide students with the ability to integrate their knowledge and skills in order to research a problem in the public service context and to make informed recommendations based on analysis. Based on the problem and recommendations, students will outline a project with an implementation and a monitoring schedule. Students will be equipped with information-processing, research and project management skills in order to complete the final project report.

PROGRAMME MONITORING AND EVALUATION PMEV01-8

The public expect and demand accountability from the public service. In order to assess the outcomes of governance efforts with the aim of improving public sector performance, Government develops and implements monitoring and evaluation (M&E) systems. This module introduces students to the challenges of implementing monitoring and evaluation in the South African public sector and aims to build competence in information-gathering, interpretation and evaluation skills.

PUBLIC FINANCIAL ACCOUNTABILITY PFIA01-8

This course introduces participants to key theoretical concepts in public finance, as well as providing an opportunity to analyse applied public finance issues in the South African context. It explores the application of financial management techniques in the public sector setting.

PUBLIC SECTOR LEADERSHIP PSEL01-8

Once students have completed this Public Sector Leadership module, they should have a good theoretical and practical knowledge and understanding of leadership and how it applies in the public environment. Students will gain knowledge in individual differences such as personality, attitudes, abilities and emotions. The concepts of perception and attributions, as well as motivation through needs, job design and satisfaction are covered. Students will gain knowledge in the areas of groups and social processes.

STRATEGIC PUBLIC MANAGEMENT AND GOVERNANCE SPMG01-8

This module is aimed at providing students with essential knowledge of the contribution of strategy across the broad mandate of the public sector. Fundamental tools for the strategic analysis of the external and internal environment of the public sector are presented. Students will develop a thorough understanding of the strategic thinking process.

STRATEGIC PUBLIC SECTOR PEOPLE MANAGEMENT SPSP01-8

Human resources shortfalls are eroding the ability of many government departments (or organisations), adversely affecting employees' ability to perform their tasks economically, efficiently and effectively. Organisations that acquire, develop and retain high-performing employees with the appropriate skills and competencies are better able to respond to the needs of their stakeholders and changes in their external environment. The module is aimed at equipping students to become organisational leaders through people management. The module therefore aims to assist students with using human resources effectively and determining how well human resources are integrated into daily decision-making and planning for the departmental results that need to be achieved. Towards that goal, the module highlights the importance of a sustained commitment by the department or sector's leaders to maximise the value of their human resources and manage related risks.

Electives

DEVELOPMENT ECONOMICS DEVS01-8

The module aims to introduce participants to the macroeconomic challenges of developing countries, such as inequality, growth, poverty and international trade. It covers issues of development, growth, markets, and their role and importance in terms of policy and socio-economic development prospects of nations. The focus of the module is on the development of the analytical skills necessary for the analysis, development, implementation and monitoring of economic policy choices for developing economies. The module highlights particular development management challenges and their impact on prospects for long-term socio-economic development for emerging economies like South

Africa. Students would be exposed to the concepts and policy challenges related to the causes and characteristics of the development of nations. The role of local communities, global actors, private and non-governmental sectors and their effects on the development path of a nation are addressed.

PUBLIC POLICY MANAGEMENT PPMA01-8
The objective of this module is to provide a comprehensive overview of the scope of policy management. The module will interrogate conceptual and theoretical frameworks of public policy, examine models of public policymaking; offer a framework of public policy analysis and explore policy contexts in South Africa, Africa and globally.

ADMISSION REQUIREMENTS

Entry Route 1
The minimum admission requirement for the PGDip (Public Administration) is an appropriate Bachelor's Degree or an Advanced Certificate of 120 credits that exits on NQF Level 7. Admission to the qualification is further subject to academic selection criteria. The applicant must also be:
- proficient in English. (Proof of proficiency may be required for international students.)
- computer and internet-literate.

Entry Route 2: Recognition of Prior Learning (RPL) applications
In limited cases, admission may take place via RPL. RPL applicants must have a minimum of 10 years of employment experience and demonstrate potential to complete the programme, and must submit:

- a full curriculum vitae detailing past qualifications and work experience.
- a one-page statement of why they believe they should be admitted to the programme.

In addition, an applicant may be required to present him/herself for an interview with the Selection Panel.
Note: only once all Entry Route 1 places have been finalised, can any RPL candidates be admitted onto the qualification.

Other / International certificates
Further to the requirements for admission provided above, foreign nationals or South African nationals seeking to apply for admission onto the qualification based on a non-South African/foreign, NQF Level 7 equivalent qualification or degree, must obtain, and submit to Milpark, a Certificate of Equivalence from the South African Qualifications Authority (SAQA) (www.saqa.org.za).

Applicants with non-South African/foreign degree qualifications, are advised to submit their SAQA Certificate of Equivalence at the time of applying online for a Milpark Postgraduate degree.

MODE OF DELIVERY
The following mode is available for this specific programme:
- Distance learning online (DLO).

DURATION
The programme can be completed in a minimum of one year and a maximum of three years.

STUDENT SUPPORT

Library access
The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and enrich their learning experience. Access to the Library is included in the module fee.

Tutor
Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses).*

ASSESSMENT
Students are required to submit a formative assessment for each module, which contributes 40% towards the final mark. Some modules may have multiple formative assessments. The structure of all assessments will be communicated to students at the start of the block.

Distance-learning online (DLO) students need to participate in specific online forums per module in order to meet the Due Performance (DP) requirement.

Students will complete a final, summative assessment at the end of each module, which contributes 60% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment and an overall mark of 50% in order to pass the module.

PRICING
All module fees include one round of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for your own account. The prescribed book list will be available on *myMilpark* on registration.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have a stable internet connection and the minimum system requirements in place.

Minimum system requirements
1. Reliable broadband (high-speed) internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication
7. Access to Microsoft 365 using Milpark student credentials.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place, see table below.

CERTIFICATION

On successful completion of the qualification, the student will receive a Postgraduate Diploma in Public Administration, NQF Level 8 (credits: 120). The Postgraduate Diploma in Public Administration is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

The programme is at NQF level 8 and it will provide for articulation options into NQF level 9 programmes. Narrowly, students may proceed to Milpark's Master of Business Administration. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of management development.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB[1]	2 GB[1]	2 GB[1]	1 GB[1]
Upload Speed	0.092 Mbps – 0.244 Mbps[2]			
Microphone	Any Microphone, either internal or external[3]			
Webcam	320x240 VGA resolution (minimum) internal or external[3]			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.