

ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION (1605)

D.96 ADMISSION

Unless the Senate determines otherwise candidates will be required to meet the following criteria to be enrolled for the programme: **Advance Diploma in Public Administration – AdvDip (Public Administration)**

D.96.1 Admission into General Stream:

- (a) A Bachelor's degree or National Diploma (360) credits.

OR

- (b) A matric certificate (NSC) and a minimum of 10 years of appropriate practical work experience in the areas of public administration, economics and business.

OR

- (c) Applicants wishing to make claims of equivalence will be subject to an internal selection process by interview in accordance with the RPL Policy and Rules.

D.96.2 Admission into Public Finance Stream:

- (a) An appropriate Bachelor's degree or National Diploma (360 credits) (**Financial Accounting at level 2 is required for Public Finance stream**).

OR

- (b) A matric certificate (NSC) and a minimum of 10 years of appropriate practical work experience in the areas of public administration, economics or business.

OR

- (c) Applicants wishing to make claims of equivalence will be subject to an internal selection process by interview in accordance with the RPL Policy and Rules.

D.97 SELECTION

As a limited number of students can be admitted to the programme, applicants will be subject to a selection procedure.

D.98 DURATION

Unless the Senate determines otherwise:

D.98.1 The curriculum shall extend over 1 year full-time or 2-years part-time.

D.98.2 The ADPA will be presented on a day-time block release basis or part-time study in the evenings.

D.99 CURRICULUM

D.99.1 The programme consists of modules with a total credit value of at least 120 credits as follows:

Module Name	Alpha Code	Cred
Core Modules		
Intro. to Governance and Administration in Pub Sect 611	PUA611	20
Public Policy 612	PUA612	20
Economics and Public Finance 616	PUA616	20
<u>Stream: General</u>		
Electives (Select All)		
Managing Information and Communication 613	PUA613	20
Leadership and Managing People 614	PUA614	20
Managing Operations in Public Sector 615	PUA615	20
<u>Stream: Public Finance</u>		
Electives(Select All)		
Public Sector Financial Management 617	PUA617	20
Performance Measurement and Auditing 618	PUA618	20
Public Sector Financial Reporting 619	PUA619	20
	TOTAL	120

D.100 ASSESSMENT

Unless the Senate determines otherwise, the following will apply:

- D.100.1 A variety of integrated assessment methods will be used (both formative and summative).
- D.100.2 These will be designed to test practical skills and competencies as well as theoretical and descriptive knowledge.
- D.100.3 The assessment method includes tests and examinations, as well as a range of academic and practical assignments (essays, practical research reports, policy papers, case studies, individual and group projects and presentations).
- D.100.4 A minimum of 50% required to attain the qualification. Students would be afforded the opportunity to supplement examinations and assignment and to repeat a maximum of 2 modules.

D.101 PROMOTION RULES

D.101.1 Full Time

Full time students are required to complete the diploma in one year with an additional year of registration if required.

D.101.2 Part-Time

D.101.2.1 Part-time students should obtain 60 credits in the 1st year of study.

D.101.2.2 Students should complete the diploma in the 2nd year with an additional year of registration if required.