

## NATIONAL N DIPLOMA: NQF LEVEL 6 SAQA ID 90674 (360 CREDITS)

### PUBLIC MANAGEMENT (INCLUDES N4 – N6 CERTIFICATES)



This qualification is designed for students wanting to pursue a career in Public Management. Public Management teaches individuals interested in working for government departments the administrative and management methods that they will need. The large-scale projects undertaken by government create a need for staff that are equipped with managerial, administrative and sound communicative skills.

It is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the full qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of 18 months is completed.

**NB:** All examinations are written at the HC Varsity Blouberg Campus in Cape Town.

### CAREER OPPORTUNITIES

- First level government officials
- National, Provincial and Local Government Administration
- Public Sector Administration
- Public Sector Management

### ENTRANCE REQUIREMENTS

- A Senior Certificate
- An appropriate National Certificate: N3
- National Senior Certificate or an equivalent qualification
- Access to a computer

## RECOGNITION OF PRIOR LEARNING

Not applicable

## COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC Varsity course progression structure and schedule.

- Full Time - approximately 18 months
- Part Time - approximately 3 years
- Distance Learning - approximately 3 years

## COURSE CONTENT

### **Public Management N4 Certificate: (SAQA ID 66875)**

- Public Administration N4
- Financial Accounting N4
- Entrepreneurship & Business Management N4
- Computer Practice N4

### **Public Management N5 Certificate: (SAQA ID 66955)**

- Public Administration N5
- Public Finance N5
- Municipal Administration N5
- Entrepreneurship and Business Management N5

### **Human Resource Management N6 Certificate: (SAQA ID 67000)**

- Public Administration N6
- Public Law N6
- Municipal Administration N6.
- Public Finance N6

## ASSESSMENTS

Students are to submit assessments as per HC Varsity academic plan. These assessment will constitute a semester mark. A 40% semester mark must be obtained to gain access to the external examinations.

These external examinations are set by the Department of Higher Education and Training (DHET) and are written during June and November of each year. The pass mark is 40% per subject.

- **NB:** Students must attend 80% of their classes in order to qualify to write the examinations
- **NB:** All examinations for Full Time, Part Time and Distance Learning Students are written at the HC Varsity Blouberg Campus in Cape Town

## **CERTIFICATION**

Upon successful completion of all Formative and Summative Assessments and the verification process of the Department of Higher Education and Training (DHET), you will be awarded the National Certificate: Marketing Management at each level (N4, N5, N6).

Once you have completed 18 months of practical experience, you will then be awarded the National N Diploma NQF Level 6 (SAQA ID 90674) issued by the Department of Higher Education and Training (DHET).

In order to qualify for a National N Diploma in Public Management:

- a candidate must pass Computer Practice N4

## **FURTHER STUDIES**

After successful completion of this course, there are several career paths that you may specialise in. Please contact HC Varsity for more information.