

# Diploma in Public Administration

**Programme Title:**

Diploma with Specialisation in Public Administration

**Awards:**

Diploma in Public Administration

**Academic Department that will offer/manage the Programme:**

The Guy Morel Institute

**Delivery mode:**

Face-to-face Delivery, Self-Directed Learning, Blended Learning and Work Based Experience

**Total Programme Credits:**

369.1 Credits (Minimum 3600 Notional Hours)

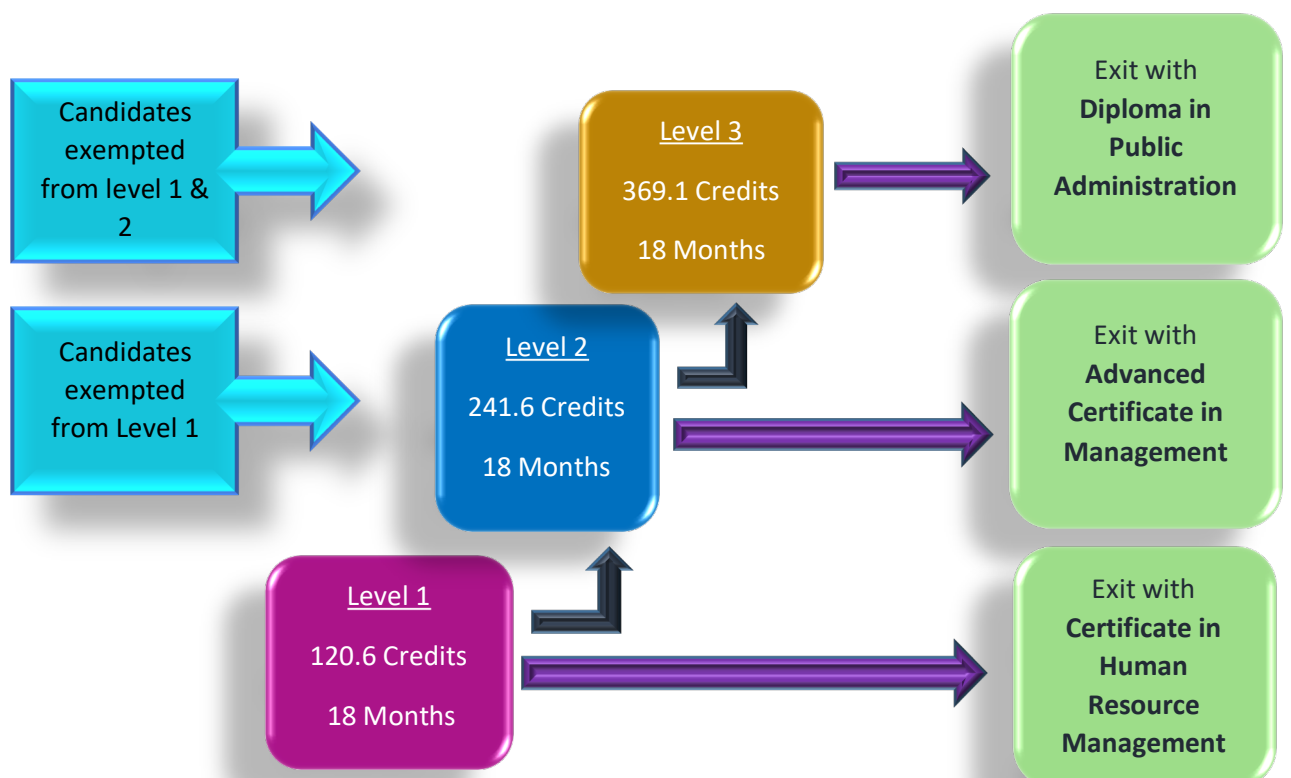
**Level of the Qualification:**

NQF Level 5

**Medium of Instruction:**

English

**The Diploma in Public Administration will have three exit pathways/levels:**



## 1. Programme Summary:

Front line level workers or employees have a crucial role to play, both in directing operational activities to achieve results based performance and increasingly, in contributing towards the strategic direction of the organisations.

This programme, leading to the award of Diploma in Public Administration emphasises the psychological and practical aspects of management. It aims to develop the conceptual, analytical, research and social skills needed by front line level workers or employees. It will equip them with general professional skills, strategies, tools and techniques for solving problems in organisations, especially in a dynamic environment whereby changes happen regularly. It is also designed to help learners to develop a solid foundation in broad-based areas of Public Sector Administration.

## 2. Overall Programme Objectives

### Level 1

The programme aims to multiply the authority and personal skills of learners to be part of operations within organisations and contribute towards organisational development strategy. Learners will acquire basic professional knowledge and skills as junior officers, which will act as building block for their future roles in their profession

Upon successful completion of this level, learners should be able to:

- Perform their roles and responsibilities in their respective organisations, as prescribed in their job descriptions.
- Identify and apply basic understanding relevant to the various supervisory roles within their organisations
- Demonstrate understanding of essential knowledge and skills needed when participating in management roles within organisations.
- Demonstrate basic skills necessary to participate and contribute in projects management within their organisations.
- Have an understanding of basic statistical analysis of information necessary when preparing reports.

## Level 2-3

On successful completion of these levels, learners should be able to:

- Represent government at local/regional/ international level.
- Prepare and collaborate with other Ministries, Departments and Agencies (MDAs) for implementation of government policies, decisions, directives.
- Act as facilitator /enabler in their communities.
- Apply principles of advocacy for residents.
- Provide guidance, assistance to resident and general public/ general matters.
- Undertake Administrative duties in DAs office.
- Participate in translating Strategic /technical community needs into strategic action plans.
- Communicate effectively through various means.
- Participate in Project /Programme- development, implementation and monitoring.
- Manage small projects such as infrastructure, capital district development, implementation and monitoring.
- Consult, initiate, monitor, report and certify completion of Projects.
- Fulfil the vision of the local government through active participate / engagement in their community.
- Draft, manage, implement, and account for budget.
- Conduct regular visits in the community/ public/individual consultation.

### **3. Target Group**

Front line level workers or employees aspiring to be front line Technicians working in private and public organisations and others who require management training at Diploma level. Furthermore, it is for technical personnel moving to managerial positions. Moreover, programme development has evolved and the introduction of pathways within a programme enhances the learner choice of flexibility in managing his/her learning.

### **4. Duration**

Learners have a minimum of five to seven years to complete the programme, allowing time for re-sits and re-submissions. Contact sessions are conducted one day per week, from 9 a.m. to 4 p.m. over the five years,

## **Level 1: Certificate in Human Resource Management**

### **Academic Pathway**

- Mature candidates with minimum grade 'C' for IGCSE English and Mathematics.

### **Technical Pathway**

- Mature candidates without IGCSE in Maths and English but with one-year continuous work experience in general office practices or equivalent field will be required to pass an English Proficiency and Numeracy course equivalent to grade C at IGCSE level before admission.

## **Level 2: Advanced Certificate in Management**

### **Academic Pathway**

- Mature candidates with any NQF Level 3 accredited Certificate with 2 years continuous working experience in a relevant field at technician level.

### **Technical Pathway**

- Mature candidates who have dropped out of Level 1 of the programme after completing 80 % of the courses successfully with 2 years continuous work experience in a technician / team leader position in a relevant field.

## **Level 3: Diploma in Public Administration**

### **Academic Pathway**

- Mature candidates with any NQF Level 4 accredited Advanced Certificate with 2 years continuous working experience in a relevant field at technician level.

### **Technical Pathway**

- Mature candidates who have dropped out of Level 2 of the programme after completing 80 % of the courses successfully with 2 years continuous work experience in a technician / team leader position in a relevant field.

## 5. Programme Courses:

### Level 1: Exiting after 120.6 credits with a qualification of a Certificate in Human Resource Management

|              |  |
|--------------|--|
| Core Courses | Work Life Balance                                    |
|              | Study Skills   |
|              | English Proficiency                                  |
|              | Numeracy   |
|              | Introduction to Information Communication Technology |
|              | Information Communication Technology for Management  |
|              | Introduction to Principles & Practices of Management |
|              | Introduction to Business Communication               |
| <b>WBE</b>   | <b>Work Based Experience: Stage 1</b>                |

### Level 2: Exiting after 241.6 credits with a qualification of an Advanced Certificate in Management

|              |  |
|--------------|--|
| Core Courses | Academic Preparation                         |
|              | Introductory Statistics                      |
|              | Business Finance                             |
|              | Strategic Management                         |
|              | Principles in Human Resource Management      |
|              | Performance Management System (IN ANY ORDER) |
| <b>WBE</b>   | <b>Work Based Experience: Stage 2</b>        |

### Level 3: Diploma in Public Administration with 369.1 credits

|  |  |
|--|--|
| Core Courses                               | Information Management System (IN ANY ORDER) |
|  | Behavioral Science (IN ANY ORDER)            |
|  | Finance & Budgeting (IN ANY ORDER)           |
|  |  |
| Specialist Courses                         | Aspects of Public Administration             |
|  | Community Development                        |
|  | Disaster Risk Reduction Management           |
|  |  |
| Elective Course<br>(choose any one course) | Communications & Customer Relations          |
|  | Occupational Health & Safety                 |
|  | Procurement & Inventory Management           |
|  | Labor law & Employee Relations               |
|  | Emotional Intelligence                       |
|  | Productivity Management                      |
|  | Leadership                                   |
|  | Project Management                           |
| <b>WBE</b>                                 | <b>Work Based Experience: Stage 3</b>        |

