

COURSE OVERVIEW

HIGHER CERTIFICATE IN PUBLIC ADMINISTRATION

Here is a quick overview of your course plus useful information about navigating the online platform.

Your semester starts once you have completed your onboarding.



***Tomorrow belongs to people
who prepare for it today.*** - AFRICAN PROVERB



PROGRAMME OVERVIEW

This qualification equips students with fundamentals for a successful career in national and provincial government. It covers management principles, governance, public sector skills, service delivery excellence, HR, ethics, and organisational development.

WHAT YOU WILL LEARN

Your programme contains 8 substantive modules/units. See an overview below:

- Module 1: Academic Literacy
- Module 2: Government in Focus
- Module 3: Foundations of Public Administration, Public Management and Governance
- Module 4: Selected Public Management Skills and Applications
- Module 5: Service Delivery Excellence
- Module 6: Public Sector HR Management
- Module 7: Ethics Management in the Public Sector
- Module 8: Public Organisational Design and Development

ASSESSMENT INFO

Students must complete and submit various formative and summative assessments for each module. Refer to the Programme Guide on the Virtual Campus for information on assessments in this programme. You will also learn more about assessments during orientation.

EXPERTISE YOU CAN TRUST

- | 19 YEARS OF INNOVATIVE LEARNING
- | OVER 50,000 SUCCESSFUL STUDENTS
- | ENDORSED BY SAIOSH AND OPSA
- | REGISTERED AND ACCREDITED WITH SAQA AND DHET
- | CURRICULA DEVELOPED BY LEADING ACADEMICS AND INDUSTRY EXPERTS
- | QUALITY ASSURED QUALIFICATIONS

- NQF-Level 5 | SAQA ID 118443
- 1 Year full-time | 2 Years part-time
- ± 8h study time per week per module
- Lecturer supported
- Fully online | mobile friendly
- Earn an industry-ready qualification

HOW TO STUDY ONLINE

You will study entirely online, using our iQ Virtual Campus as follows:

- Log into your profile.
- Complete the Onboarding (including New Rules).

Your course starts once you have completed your Student Onboarding on the Virtual Campus, where you will gain access to the Programme rules and your Programme Guide.

Content for each module will be made available based on a structured learning path to guide you through the learning process over a fixed period. For your convenience, the study guide units for each module are available separately in the respective unit sections on the learning platform (in digital format).

You can download this for offline use.

ACADEMIC SUPPORT

We understand that studying online can sometimes be isolating and challenging, so we have worked hard to ensure your course is interactive and you are supported to ensure academic success. If you need to contact your course coordinator or require admin or account related support, complete a form for assistance, [click here](#).

