



## CAREER INFORMATION 2021

### DIPLOMA IN PUBLIC ADMINISTRATION



01 JAN - 31 DEC 2021



### Diploma in Public Administration

(Specialising in: Public Management, Local Government, Supply Chain Management and Disaster & Risk Management)

**NQF 6**

**SAQA ID: 97884**

**Location:** ML Sultan Campus (Durban-Mariam Bee: 3rd Floor) and Riverside Campus (Pietermaritzburg)

### Description of the Programme

The aim of the Diploma is to prepare students for careers in the public sector. The object is to prepare students for entry into niche areas of the different spheres of government, and to offer invaluable guidance on managerial competencies for those preparing to enter higher levels of the public sector.

Owing to the accelerated changes and transformation in Government in South African, with particular emphasis on best practices and good governance, the programme is structured and geared to address inter alia, management, development and delivery of programmes of reconstruction and development.

The programme is designed to offer both practical and theoretical knowledge on a variety of issues ranging from public finance, personnel management, sustainable development, legislative procedures, information technology, and knowledge skills applications necessary for public managers, to models of governance. The diploma is a pre-requisite for advancement to higher levels in the public service.

### Duration of the Programme

Three years full-time

### Career Opportunities

Administrative officer, Manager (e.g. Human Resources, Supply chain), Procurement Officer, Disaster & Risk Practitioner (at all levels of government), Local Government Consultant, Divisional Head, Assistant Director.

### Explanation of Points Scale

SYMBOL	SENIOR CERTIFICATE	
	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1
%	NSC LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

## Entry Requirements (Diploma in Public Administration)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE (VOCATIONAL) (NCV)	
NSC Diploma Entry with 25 or more points will be considered, excluding Life Orientation		Applicants with 25 or more points will be considered. A Senior Certificate or equivalent qualification.			National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	English	50%
Mathematics <b>OR</b>	3	Maths	E	D	Maths	40%
Mathematics Literacy	4				Maths Literacy	50%

**OR**

### Admission Requirement Based Upon Work Experience, Age and Maturity Tuition

**For admission to entry level DIPLOMA and certificate studies:**

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- (a) The person shall have reached the age of 23 in the first year of registration and shall have at least:
- three years' appropriate work experience; and/or
  - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AI) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- (b) The relevant Faculty Board shall be satisfied that the person's standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- (c) The person's application for admission in terms of work experience, age and maturity is approved prior to registration.

**Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.**

### Tuition Fees for Each Specialisation

To assist you with your planning, the 2020 fees have been indicated.

**Please Note:** DUT cannot be held liable for the fees in this brochure, as the 2021 fees are not yet final.

**Please Note:** There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

### Local Government First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Cornerstone 101	CSTN101	5	12	R2 530.00
Public Financial Management I	PFNM101	5	16	R2 640.00
Fundamental of Disaster Risk Management	PDRM101	5	16	R3 240.00
Introduction to Technology	ITLG101	5	16	R2 850.00
Academic Literacy and Practice	ALPT101	5	12	R3 600.00
<b>Total</b>				<b>R14 860.00</b>
<b>Semester Two</b>				
Quantitative Approaches to Management Sciences	QTAP101	5	8	R1 800.00
Public Management & Administration	PMAD101	5	16	R3 080.00
Development Management I	DVLP101	5	16	R2 640.00
The Entrepreneurial Edge	TENE101	6	8	R2 080.00
Disaster and Risk Management I	DRMN101	5	16	R2 640.00
<b>Total</b>				<b>R12 240.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>136</b>	

### Second Year Curriculum

<b>Semester Three</b>				
Performance Management	PRFM101	6	16	R2 880.00
Municipal Finance Management 2	MNFM201	6	16	R3 240.00
Public Human Resource Management 2	PBHM201	6	16	R3 240.00
Monitoring & Evaluation 2	MNEV201	6	16	R3 240.00
Procurement & Logistics Management	PLGM101	6	16	R3 240.00
<b>Total</b>				<b>R15 840.00</b>
<b>Semester Four</b>				

Fundamentals of Research	FNDR101	6	16	R2 880.00
Public Sector Economics	PSEC101	6	12	R2 880.00
Programme & Project Management 2	PPJM201	6	16	R3 240.00
Local Government Management 2	LGMN201	6	16	R4 490.00
<b>Total</b>				<b>R13 490.00</b>
<b>Total Credits for Semester 3 &amp; 4</b>			<b>140</b>	

### Third Year Curriculum

<b>Semester Five</b>				
Public Human Resource Management 3	PBHM301	6	16	R3 240.00
Monitoring & Evaluation 3	MNEV301	6	16	R3 240.00
Municipal Finance 3	MNFM301	6	16	R3 240.00
Public Management Practice 3A	PMPA301	6	16	R1 800.00
<b>Total</b>				<b>R11 520.00</b>
<b>Semester Six</b>				
Work Preparedness for Administration 3	WPMS101	6	8	R2 880.00
Local Government Management Practice 3	LGMP301	6	8	R2 880.00
Time & Stress Management	TSMG101	5	8	R1 800.00
<b>Total</b>				<b>R7 560.00</b>
<b>Total Credits for Semester 5 &amp; 6</b>			<b>96</b>	

### Supply Chain Management First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Cornerstone 101	CSTN101	5	12	R2 530.00
Introduction to Technology	ITLG101	5	16	R2 850.00
Academic Literacy and Practice	ALTP101	5	12	R3 600.00
Supply Chain Management 1	SCMN101	6	16	R3 600.00
Public Financial Management 1	PFNM101	5	16	R2 640.00
<b>Total</b>				<b>R15 220.00</b>
<b>Semester Two</b>				
Logistics Management 1	LGSM101	5	16	R3 240.00
Public Management and Administration	PMAD101	5	16	R3 080.00
Microeconomics	MCEC101	5	12	R2 640.00
<b>Total</b>				<b>R8 960.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>124</b>	

### Second Year Curriculum

<b>Semester Three</b>				
Commercial Law 1	DVLP101	6	16	R3 240.00
Logistics Management 2	LGSM201	6	16	R3 240.00
Risk Management	RSKM101	6	16	R3 240.00
Macroeconomics	MCRE101	6	16	R2 640.00
<b>Total</b>				<b>R12 360.00</b>
<b>Semester Four</b>				
Fundamentals of Research	FNDR101	6	16	R2 880.00
Supply Chain Management 2	SCMN201	6	16	R3 600.00
Project Management	PJTM101	6	16	R3 240.00
Commercial Law 2	CRCL201	6	16	R3 240.00
Public Financial Management 2	PFNM201	6	16	R3 240.00
<b>Total</b>				<b>R16 200.00</b>
<b>Total Credits for Semester 3 &amp; 4</b>			<b>144</b>	

### Third Year Curriculum

<b>Semester Five</b>				
Supply Chain Management 3	SCMN301	6	16	R3 600.00
Public Finance Management 3	PFNM301	6	16	R3 240.00
Warehouse Management	WHMN101	6	16	R2 640.00
Logistics Management 3	LGSM301	6	16	R3 600.00
<b>Total</b>				<b>R13 080.00</b>
<b>Semester Six</b>				
Work Preparedness for Public Admin 3	WPMS101	6	8	R3 600.00
Supply Chain Management Practice 3	SCPA301	6	8	R2 880.00
Time & Stress Management	TSMG101	5	8	R1 800.00
<b>Total</b>				<b>R8 280.00</b>
<b>Total Credits for Semester 5 &amp; 6</b>			<b>88</b>	

## Public Management First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Cornerstone 101	CSTN101	5	12	R2 530.00
Introduction to Technology	ITLG101	5	16	R2 850.00
Public Financial Management 1	PFNM101	5	16	R2 640.00
Public Policy Management 1	PPLC101	5	16	R2 800.00
Academic Literacy and Practice	ALTP101	5	12	R3 600.00
<b>Total</b>				<b>R14 420.00</b>
<b>Semester Two</b>				
The Entrepreneurial Edge	TENE101	6	8	R2 080.00
Development Management 1	DVLP101	5	16	R2 640.00
Public Management & Administration	PMAD101	5	16	R3 080.00
Introduction to Economics	IECO101	5	16	R2 640.00
<b>Total</b>				<b>R10 440.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>128</b>	

## Second Year Curriculum

<b>Semester Three</b>				
Performance Management	PRFM101	6	16	R2 880.00
Public Human Resource Management 2	PBHM201	6	16	R3 240.00
Monitoring & Evaluation 2	MNEV201	6	16	R3 240.00
Procurement and Logistics Man	PLGM101	6	16	R3 240.00
<b>Total</b>				<b>R12 600.00</b>
<b>Semester Four</b>				
Fundamentals Research	FNDR101	6	16	R2 880.00
Public Sector Economics	PSEC101	6	12	R2 880.00
Public Financial Management 2	PFNM201	6	16	R3 240.00
Programme & Project Management 2	PPJM201	6	16	R3 240.00
<b>Total</b>				<b>R15 480.00</b>
<b>Total Credits for Semester 3 &amp; 4</b>			<b>124</b>	

## Third Year Curriculum

<b>Semester Five</b>				
Public Finance Management 3	PFNM301	6	16	R3 240.00
Public Human Resource Management 3	PBHM301	6	16	R3 240.00
Monitoring & Evaluation 3	MNEV301	6	16	R3 240.00
Governmental Relations	IGRL301	6	16	R3 240.00
<b>Total</b>				<b>R12 960.00</b>
<b>Semester Six</b>				
Work Preparedness for Public Admin 3	WPMS101	6	8	R2 880.00
Public Management Practice 3B	PMPB301	6	20	R2 880.00
Time & Stress Management	TSMG101	5	8	R1 800.00
<b>Total</b>				<b>R7 560.00</b>
<b>Total Credits for Semester 5 &amp; 6</b>			<b>100</b>	

## Disaster and Risk Management First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Cornerstone 101	CSTN101	5	12	R2 530.00
Public Financial Management 1	PFNM101	5	16	R2 640.00
Fundamental of Disaster Risk Management	PDRM101	5	16	R3 240.00
Introduction to Technology	ITLG101	5	16	R2 850.00
Academic Literacy and Practice	ALPT101	5	12	R3 600.00
<b>Total</b>				<b>R14 860.00</b>
<b>Semester Two</b>				
Quantitative Approaches to Management Science	QTAP101	5	8	R1 800.00
Public Management & Administration	PMAD101	5	16	R3 080.00
Development Management 1	DVLP101	5	16	R2 640.00
The Entrepreneurial Edge	TENE101	6	8	R2 080.00
Disaster and Risk Management 1	DRMN101	5	16	R2 640.00
<b>Total</b>				<b>R12 240.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>136</b>	

## Second Year Curriculum

<b>Semester Three</b>				
Disaster Risk Reduction 2	DRRD201	5	16	R3 600.00
Disaster Governance 2	DRGV201	6	16	R3 240.00
Development Management 2	DVLP201	6	16	R3 600.00

Disaster Response and Recovery 2	DRDR20I	5	16	R3 600.00
<b>Total</b>				<b>R14 040.00</b>
<b>Semester Four</b>				
Fundamentals of Research	FNDR10I	6	16	R2 880.00
Legislation and Policy	LGPL10I	5	16	R3 240.00
Project Management	PJTM10I	6	16	R3 240.00
Capacity Development 2	CPTD20I	6	16	R3 600.00
<b>Total</b>				<b>R12 960.00</b>
<b>Total Credits for Semester 3 &amp; 4</b>			<b>128</b>	

### Third Year Curriculum

<b>Semester Five</b>				
Disaster Risk Reduction 3	DRRD30I	6	16	R3 600.00
Disaster Response and Recovery 3	DRSR30I	6	16	R3 240.00
Disaster Risk Governance	DRGV20I	6	16	R3 600.00
Development Management 3	DVLP30I	6	16	R3 600.00
<b>Total</b>				<b>R14 040.00</b>
<b>Semester Six</b>				
Work Preparedness for Man Science.	WPMS10I	6	8	R2 880.00
Disaster and Risk Man Practice 3	DRPA30I	6	12	R2 880.00
Time & Stress Management	TSMG10I	5	8	R1 800.00
<b>Total</b>				<b>R7 560.00</b>
<b>Total Credits for Semester 5 &amp; 6</b>			<b>92</b>	

### Application

Applicants who wish to enrol for the programme/s must apply through the CAO system by no later than 30 November of the previous year.

### Application Forms

Contact the **Central Applications Office (CAO)**

#### Address to:

Central Applications Office

Private Bag X06, Dalbridge, 4014

Tel: (031) 268 4444 Fax: (031) 268 4422

**OR**

Apply online: <http://www.cao.ac.za>

### CAO DBN Codes

Diploma in Public Administration:

Public Management: **DU-D-PM3**

Supply Chain Management: **DU-D-SC3**

Local Government: **DU-D-GV3**

Disaster and Risk Management: **DU-D-RM3**

### CAO PMB Codes

Diploma in Public Administration

Public Management: **DU-P-PM3**

Supply Chain Management: **DU-P-SC3**

**Closing Date for Applications:** 30 November 2020

### For Further Information:

Contact the Department of Public Management and Economics

Durban University of Technology

P O Box 1334 DURBAN 4000

Tel: (031) 373 6861

**OR**

Contact the Department of Public Management, Law & Economics (Midlands)

Durban University of Technology

P O Box 101112, SCOTTSVILLE, 3209

Tel: (033) 845 8878

## Financial Aid

For Financial Aid application for a DUT programme please apply online at [www.nsfas.org.za](http://www.nsfas.org.za) or call the NSFAS call centre on 0860 067 327.

Please note that completing a form does not guarantee Financial Aid. For further assistance, please consult the Department of Financial Aid and Scholarships (031) 373 2931/2557/2054

*This leaflet is for information purposes only and is not binding on the Durban University of Technology*