Career Information

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

Location
ML Sultan Campus (Mariam Bee: 3rd Floor) and Riverside Site, Midlands Campus (Pietermaritzburg)

Description of the Programme

The aim of the Diploma is to prepare students for careers in the public sector. The objective 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 Africa, 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.

Examination of Points scale:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Senior Certificate</th>
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<tbody>
<tr>
<td></td>
<td>Higher Grade</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
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<tr>
<td>B</td>
<td>7</td>
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<tr>
<td>C</td>
<td>6</td>
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<td>D</td>
<td>5</td>
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<td>E</td>
<td>4</td>
</tr>
<tr>
<td>F</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Percentage</th>
<th>NSC Level</th>
<th>Points</th>
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<tbody>
<tr>
<td>90-100</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>80-89</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>70-79</td>
<td>6</td>
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<td>60-69</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>50-59</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>40-49</td>
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<td>3</td>
</tr>
<tr>
<td>30-39</td>
<td>2</td>
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<td>20-29</td>
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Entry Requirements

<table>
<thead>
<tr>
<th>DEPARTMENTAL NSC REQUIREMENTS</th>
<th>DEPARTMENTAL SENIOR CERTIFICATE REQUIREMENTS</th>
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<tbody>
<tr>
<td>NSC Diploma Entry with 25 or more points will be considered. A Senior Certificate or equivalent qualification.</td>
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<tr>
<td>Compulsory Subjects</td>
<td>NSC Rating Code</td>
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<tr>
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<tr>
<td>English (home) OR English (1st additional)</td>
<td>3 English</td>
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<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
</tbody>
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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 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 must be 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.

Fees for each specialisation

To assist you with your planning, the 2019 fees have been indicated. PLEASE NOTE: DUT cannot be held liable for the fees in this brochure as the 2020 fees are not yet final.

PLEASE NOTE: For semester programmes there would be a single registration for semester 1 and semester 2 at the beginning of each academic year.
Third Year Curriculum Semester Five
Supply Chain Management 3 R3 420.00
Public Finance Management 3 R3 080.00
Administrative Justice R3 420.00
Supply Chain Management Practice 3A R1 710.00

TOTAL R17 630.00

Semester Six
Global Environmental Issues R1 850.00
Work Preparedness for Management Sciences R2 730.00
Supply Chain Management Practice 3B R2 730.00
Commercial Law 2 R3 080.00
Warehouse Management R3 310.00

TOTAL R12 900.00

First Year Curriculum Semester One
Corestone 101 R2 950.00
Governance & Politics R2 280.00
Quantitative Approaches to Management Sciences R1 710.00
Public Management & Administration R2 920.00
Introduction to Technology R2 210.00

TOTAL R12 570.00

Semester Two
Financial Literacy R2 710.00
Time & Stress Management R1 710.00
Academic Literacy and Practice R3 420.00
Introduction to Economics R2 510.00
Public Financial Management 1 R2 510.00

TOTAL R12 880.00

Second Year Curriculum Semester Three
Law for Life R1 850.00
Business Communication and info lite R3 420.00
Public Policy Management R2 730.00
Public Financial Management 2 R3 080.00
Public Sector Economics R2 730.00

TOTAL R13 810.00

Semester Four
Public Human Resource Management 2 R3 080.00
Fundamentals Research R2 730.00
Programme & Project Management 2 R3 080.00
Monitoring & Evaluation 2 R3 080.00
Procurement and Logistics Man R3 080.00

TOTAL R15 050.00

Third Year Curriculum Semester Five
Public Finance Management 3 R3 080.00
Public Human Resource Management 3 R3 080.00
Administrative Justice R3 420.00
Monitoring & Evaluation 3 R3 080.00
Public Management Practice 3A R1 710.00

TOTAL R14 370.00

Semester Six
Global Environmental Issues R1 850.00
Work Preparedness for Management Sciences R2 730.00
Public Management Practice 3B R2 730.00
Performance Management R2 730.00

TOTAL R15 040.00

Disaster and Risk Management First Year Curriculum Semester One
Corestone 101 R2 950.00
Public Management & Administration R2 920.00
Quantitative Approaches to Management Sciences R1 710.00
Governance & Politics R2 280.00
Introduction to Technology R2 710.00

TOTAL R12 570.00

Semester Two
Time & Stress Management R1 710.00
Public Financial Management 1 R3 510.00
Academic Literacy and Practice R3 420.00
Development Management 1 R2 510.00
Disaster and Risk Management 1 R2 510.00

TOTAL R12 640.00

Second Year Curriculum Semester Three
Law for Life R1 850.00
Disaster Risk Reduction 2 R3 420.00
Disaster Response and Recovery 2 R3 420.00
Legislation and Policy R3 080.00

TOTAL R17 770.00

Semester Four
Fundamentals of disaster risk management R3 080.00
Disaster governance 2 R3 080.00
Development management 2 R3 420.00
Project Management R3 080.00
Capacity Development 2 R3 420.00

TOTAL R18 080.00

Third Year Curriculum Semester Five
Administrative Justice R3 420.00
Disaster and Risk Man. Practice 3A R1 710.00
Disaster Risk Reduction 3 R3 420.00
Disaster Response and Recovery 3 R3 080.00

TOTAL R11 630.00

Semester Six
Global Environmental Issues R1 850.00
Work Preparedness for Man. Science. R2 730.00
Disaster and Risk Man Practise 3B R2 730.00
Disaster Risk Governance 3 R3 420.00
Development Management 3 R3 420.00
Information Management and Comm. R3 080.00

TOTAL R17 330.00

FOR FURTHER INFORMATION
Department of Public Management and Economics, Durban University of Technology
P.O Box 1334 DURBAN 4000
Tel: (031) 373 6861 Fax: 086 674 0908

OR
Department of Public Management, Law & Economics (Midlands)
Durban University of Technology
P.O Box 101112, SCOTTSVILLE, 3209
Tel: (033) 845 8878 Fax: (033) 845 8885

APPLICATION FORMS
Contact the Central Applications Office (CAO)
CAO DBN codes-
Diploma in Public Administration:
Public Management: DU-D-PM3 (full time)
Supply Chain Management: DU-D-SC3 (full time)
Local Government: DU-D-GV3 (full time)
Disaster and Risk Management: DU-D-RM3 (full time)

CAO PMB Codes-
Diploma in Public Administration:
Public Management: DU-P-PM3 (full time)
Supply Chain Management: DU-P-SC3 (full time)
Local Government: DU-P-GV3 (full time)

PLEASE NOTE: In PMB the number of students who are keen to enrol will determine the availability of each specialization.

Address letters to:
Central Applications Office, Private Bag X06, Dalbridge, 4014
Tel: (031) 268 4444 Fax: (031) 268 4422
Apply online: http://www.cao.ac.za

Closing Date for applications: 30 September 2019

Financial Aid
For Financial Aid application for a DUT programme please apply online at www.nfsas.org.za or call the NSFAS call centre on 0860 067 327.
For an explanation on how to fill out the application form, please go to www.nfsas.org.za or contact the call centre on the number above.
Please note that completing a form does not guarantee Financial Aid.

For further assistance, please contact the Department of Financial Aid and Scholarships
(031) 373 2931/2357/2054.

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

CAREER INFORMATION
DIPLOMA IN PUBLIC ADMINISTRATION
1 January - 31 December 2020