

# HIGHER CERTIFICATE IN PUBLIC MANAGEMENT (HCPM)

## Programme Overview

The Higher Certificate in Public Management is aimed at those interested in pursuing a career in the public service, or those who have been working for a while in the public service and want a formal qualification in this field.

**This programme brings together all the key management functions to help students to manage self, projects, people, performance, quality and finances.**

## Core Modules

- Public Human Resource Management
- Public Project Management
- Public Finance
- Monitoring and Evaluation
- Public Performance Management
- Quality and Customer Service Management

## Exit Level Outcomes

**Upon completion of this programme, you will be able to:**

- Demonstrate knowledge and understanding of the public management environment
- Have an overview of key legislation e.g. Public Service Act, Public Finance Management Act, etc. and relate it to the public and development sector
- Define strategic management, explain the process, and be familiar with the tools
- Manage stakeholders
- Apply the principles of public ethics and corporate governance
- Familiarise him/herself with public finance terminology, budgets, and financial analysis

- Understand key project management processes, tools, and success and failure factors
- Manage people, group dynamics (including conflict), and project teams effectively
- Develop additional competencies in a specialised area within public and development

The emphasis of the module assessment is on practical application. Students may be required to work as individuals or in teams/syndicates and will be required to address work-based challenges or relevant case study-based questions.

Organisation-specific projects and presentations may also be used to assess the module outcomes in an integrated manner.

## Entry Requirements

- NQF Level 4 qualification or
- Minimum age of 23 years old, 2 years of work experience\* and
- Basic computer skills

\*Subject to RPL process

## Programme Structure

The Higher Certificate is an NQF Level 5 qualification, with 120 credits.

The qualification is offered over a minimum period of 12 months and a maximum period of 2 years.