

# NATIONAL DIPLOMA IN PUBLIC ADMINISTRATION (NDPA)

## Programme Overview

The National Diploma in Public Administration is a bridging programme that allows public servants with a diploma but not a bachelor's degree to participate in Honours and Masters level programmes.

Many public servants have deep workplace experience and possess two-year diplomas as their highest qualification, especially those in nursing and education. But without an NQF Level 7 qualification they cannot undertake Honours and Masters level programmes.

The successful completion of the National Diploma in Public Administration NQF Level 7 opens an education pathway to complete a Postgraduate Diploma in Public management - NQF Level 8, MBA or a Master in Public Management - NQF Level 9 and a Doctoral degree - NQF Level 10.

**The qualification consists of Eight (8) modules and a Final Integrated Summative Assessment (FISA):**

### Compulsory Modules

- Public Project Management
- Public Sector Monitoring and Evaluation
- Public Resource Management
- Public Finance and Administration
- Fundamentals of Research
- Public Strategic Management
- Public Policy Management
- Public Communication Strategies

### Exit Level Outcomes

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

- Provide an effective administration service at practitioner level in the public sector at national, provincial or local government level
- Demonstrate knowledge of the legal, regulatory and policy frameworks applicable to own work environment
- Take responsibility for managing own performance and growth as administrative practitioners in the context of public sector human resource development policies and procedures
- Maintain health, safety and security of the work community and environment

### Entry Requirements

NQF Level 6 or any related financial, management, administration, or public administration degrees.

## Programme Structure

The National Diploma in Public Administration is an NQF Level 7 qualification, with 260 credits.

This qualification is offered over 15 months.