University of Pretoria Yearbook 2021

PGDip in Public Management (UPOnline) (07220041)

Department	School of Public Management and Administration
Minimum duration of study	2 years
Total credits	120
NQF level	08

Programme information

The Postgraduate Diploma consists of compulsory modules at NQF level 8. The modules are worth 20 credits each. The student must complete all the compulsory modules to meet the 120 credits requirement for the qualification.

Information on UPOnline:

- The programmes presented by UPOnline are part-time and fully online
- Online programmes allow access to programme material on any device provided that a stable internet connection is available.
- The UPOnline modules have dedicated facilitators and contactable staff ready to help, motivate and assist students with any queries they may have.
- UPOnline programmes have been designed to provide a highly interactive learning environment which may include live chats, discussion forums and online video communication.
- These programmes are structured with six enrolment opportunities per year where a student will enrol for a single module of either 8 or 16 weeks at a time.
- Payment can be made per module.

Admission requirements

1. Advanced Diploma in Public Administration (NQF level 7)
   or
   Advanced Diploma in Public Management (NQF level 7)
   or
   relevant advanced diploma (NQF level 7)
   or
   relevant bachelor's degree (NQF level 7)
   and
2. A minimum of 3 years appropriate work experience in the public sector

Additional requirements

Any prospective student wishing to make claims of equivalence will have to produce written evidence of their competence to undertake a programme at this level (written entrance assignment set by the University) in accordance with the University's RPL Policy and rules.

Computer literacy

The University of Pretoria makes use of Blackboard, branded as clickUP, which is an online system that provides a workspace for students, providing students with the information and the connections needed. ClickUP contains study material as well as a simple, convenient, and reliable web conferencing and virtual classroom solutions specifically built for education and training. ClickUP is accessible via a web browser mobile device, or tablet and has a useful student guide.

Students are required to have some technical and digital literacy skills such as the ability to:

- navigate the University's eLearning environment (ClickUP);
- use the email service in the LMS;
- manage digital files: create, store, upload and attach files to assignment submissions (using applications such as MS Word, MS Excel, MS PowerPoint);
- use the Library website or databases for research and make use of proper referencing techniques;
- use a webcam, upload videos or audio files, use social media for communication or to collaborate electronically; and
- download and install software and applications.

Other programme-specific information

Exam entry in all subjects requires a minimum 40%. In order to continue on the programme, all students must receive exam entry in every module. Students cannot be registered on the programme more than two years.

Pass with distinction

Obtain a Cumulative Grade Point Average (GPA) of at least 75% and the Diploma must be completed within the minimum period of time.

Curriculum: Year 1

Minimum credits: 120

- This programme is structured with six enrolment opportunities per year where a student will enrol for a single module of 16 weeks at a time.
- A 16 week module typically consists of 14 weeks of teaching and 2 weeks of recess.
- The full curriculum is displayed below.

Core modules

Governance, public management and African leadership 707 (PMA 707)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	UPOnline Long Intake

Module content

- The concepts of leadership, governance, government and public management are understood and applied in a particular work environment.
- The legislative framework for governance is evaluated and applied in a work environment.
- A critical understanding of the relationship between governance, public management and ethics is demonstrated.
- The implications of the legislative framework towards governance on public management are evaluated.
- A critical understanding of the ethical and democratic dimensions of administrative activities in state organizations is demonstrated.

Public sector transformation and reform 708 (PMA 708)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	UPOnline Long Intake

Module content

- Concepts of public sector transformation and reform.
- Areas of public sector reform.
- Donor-sponsored structural adjustment programmes and administrative reforms.
- Administrative reform strategies in selected African and/or Commonwealth countries.
- Public sector transformation, the state and civil society in South Africa.
- Influences of Global, African and regional positions on the local (SA) transformation context.
- The South African Constitution and the legislative framework for governance, and its transformational outlook.
- Issues in public sector transformation and reform in South Africa including gender perspectives.

Programme and project management in the public sector 709 (PMA 709)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	UPOnline Long Intake

Module content

- Theories and issues shaping contemporary public programme and project management.
- Programme and project-based public management.
- Appropriate department arrangements to support programmes and projects.
- Procedures to manage risks in programmes.
- Ways to get buy-in to public service projects by top-level political authority and other relevant stakeholders.
- International trends in programme management.
- Translation of policy programmes into projects.
- The value of project management in government.
- Sponsoring of multiple projects to support project goals.
- Planning, monitoring and evaluation of specific projects.
- Project risk management.

Advanced human resource management in the public sector 710 (PMA 710)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Year

Module content

- Design of an integrated human resources management plan.
- Complexities associated with diverse workforce.
- Management of intellectual human capital.
- Analysis of a high turn-over of staff and staff retention strategies.
- Coaching and mentoring.
- Leadership Development Management Strategic Framework for SMS in the public service.
- Improvement of health and wellness of employees.
- Performance management.
- Labour relations.
- Role of, and relationship between, the employer (the state), the employee and unions in shaping healthy labour relations.

Advanced public financial management and budgeting 711 (PMA 711)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	Year

Module content

- Principles of public finance management
- Regulatory framework in the management of an area of responsibility
- Process of the financial cycle in the South Africa public sector.
- Link between planning and budgeting in the South African public sector
- Costing of goods and services
- Principles of performance management and budget expenditure
- Internal control and monitoring budget implementation
- Risk management
- Supply chain and asset management in the public sector
- Financial reporting requirements of the public finance management regulatory framework
- Basic analysis of financial information, annual financial statements and audit report

Public sector planning, monitoring and evaluation 712 (PMA 712)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English

Department	School of Public Management and Administration
Period of presentation	Year

Module content

- Background to planning and value in performance management and monitoring and evaluation (M&E).
- M&E concepts.
- Key elements in the M&E systems.
- Result based M&E versus traditional M&E.
- Stakeholder engagement.
- Logical frameworks.
- M&E indicators.
- Impact assessment.
- Presentation and use of evaluation findings.

Curriculum: Final year

Minimum credits: 120

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- A 16 week module typically consists of 14 weeks of teaching and 2 weeks of recess.
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Core modules

Governance, public management and African leadership 707 (PMA 707)

Module credits	20.00
NQF Level	08
Prerequisites	No prerequisites.
Contact time	Fully online
Language of tuition	Module is presented in English
Department	School of Public Management and Administration
Period of presentation	UPOnline Long Intake

Module content

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- A critical understanding of the relationship between governance, public management and ethics is demonstrated.
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NQF Level	08
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Advanced human resource management in the public sector 710 (PMA 710)

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- Stakeholder engagement.
- Logical frameworks.
- M&E indicators.
- Impact assessment.
- Presentation and use of evaluation findings.

The information published here is subject to change and may be amended after the publication of this information. The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the General Rules section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.