

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 master's 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 master's 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 of Public Management – NQF level 9 and a doctoral degree – NQF level 10.

The qualification consists of eight modules and a final integrated summative assessment (FISA):

Core 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 your own work environment;
- Take responsibility for managing own performance and growth as an administrative practitioner in the context of public sector human resource development policies and procedures; and
- 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.

