



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The FETC: Generic Management (Public Administration), level 4, gives individuals a solid foundation in generic management as well as additional specialist management skills for public administration. It provides insights into management thinking and innovation and it lays the foundation for managerial productivity, efficiency and excellence in the public sector.

Delegates will gain theoretical knowledge and practical skills in key areas of management namely planning, organising, leadership and self management, controlling, ethical decision making and overall managerial practices.

The generic components of the qualification are covered in core and fundamental modules and the elective modules cover specialist areas to achieve managerial excellence in the public administration environment. It is designed to develop competent and multi-skilled managers for the public sector.

Target Audience

The qualification is aimed primarily at junior managers and those starting a management career in the public sector at national or municipal level.

It is suitable for those managing systems, processes and resources in diverse positions within public administration.

Entry Requirements

- Competency in Communication (English) at NQF Level 3.
- Competency in Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3.

Workplace Requirements

- Access to and be performing management functions.
- An allocated Workplace Mentor or Supervisor.
- Access to a PC, software and internet.

Business Administration

FETC: Generic Management Public Administration

PSETA Certification

SAQA ID: 57712

NQF Level: 4

Credits: 150

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Undergo workplace learning, on-the-job coaching and mentoring, theoretical assessment and workplace observation.
- Compile and submit a Portfolio of Evidence (PoE).

To receive the FETC: Generic Management (Public Administration), level 4, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the qualification, you will be able to:

- Develop plans to achieve defined objectives.
- Organise resources in accordance with a developed plan.
- Lead a team to work co-operatively to achieve objectives and monitor performance to ensure compliance to a plan.
- Make decisions based on a code of ethics.
- Demonstrate knowledge and understanding of the basic principles and legislation of public administration and management.
- Apply knowledge of organisational structure, administrative principles, legislation, Batho Pele, performance management, job evaluations and bid committees, relating to the Public Sector.



Course Content

FETC: Generic Management (Public Administration) Accreditation Body: PSETA

SAQA ID: 57712 | Learning Programme ID: 58346
NQF Level: 4 | Credits : 150

Core Modules

- Apply leadership concepts in a work context
- Apply the organisation's code of conduct in a work environment
- Conduct a structured meeting
- Employ a systematic approach to achieving objectives
- Identify responsibilities of a team leader in ensuring that organisational standards are met
- Manage expenditure against a budget
- Monitor the level of service to a range of customers
- Motivate and build a team
- Prioritise time and work for self and team
- Solve problems, make decisions and implement solutions

Fundamental Modules

- Accommodate audience and context in spoken communication
- Interpret and use information from written texts
- Use language and communication in occupational learning
- Write and present texts for a range of communication contexts
- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
- Engage in sustained spoken communication and evaluate spoken texts
- Read, analyse and respond to a variety of written texts
- Represent, analyse and calculate shape and motion in 2 and 3-dimensional space in different contexts
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
- Use the writing process to compose texts for the business environment
- Write and present for a wide range of contexts

Elective Modules (Public Administration)

- Demonstrate knowledge and understanding of the basic principles of public administration and management
- Develop and apply administrative principles in the implementation of Municipal Office Administration
- Implement Project Administration processes according to requirements
- Apply South African legislation and policy affecting public administration
- Manage and develop oneself in the Public Sector work environment and apply Batho Pele principles to own work role and context
- Induct a member into a team and maintain records for a team
- Manage individual and team performance
- Demonstrate knowledge and understanding of HIV/AIDS and its effects on the workplace
- Identify and explain the core and support functions of an organisation
- Explain own contribution made to the overall organisational strategy
- Describe the relationship of junior management to other management roles
- Identify and describe disaster related risks and threatening situations using basic disaster management concepts and indigenous knowledge
- Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path
- Apply knowledge of organisational structure and design to support performance to a Public Sector Department
- Apply knowledge of the job evaluation process in the Public Sector to ensure that a job has been properly evaluated
- Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa
- Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context
- Evaluate a job in the Public Sector in South Africa



info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

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Siyangqoba

