



Velile Supply Chain Projects & Consulting (Pty) Ltd

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National Certificate: Public Administration

COURSE OUTLINE

COURSE

US ID	:	57804
US TITLE	:	National Certificate: Public Administration
NQF LEVEL	:	3
CREDITS	:	157

PURPOSE OF THE QUALIFICATION

The qualification recognises the generic skills, knowledge, understanding, attitudes, and values expected of a competent person in a wide range of contexts in Public Sector Administration and the public sector in general. Additionally, this qualification contributes to the development of information technology, communications, writing, and service delivery competencies. It provides learners who have no formal education with an opportunity through formal assessment to:

- Have their prior learning formally recognised.
- Identify gaps in their skills and knowledge.
- Structure learning programmes to close those gaps.
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COURSE OUTLINE

On achieving this qualification the learner will:

1. Provide an effective administration service at practitioner level in the public sector at national, provincial or local government level.
2. Demonstrate knowledge of the legal, regulatory and policy frameworks applicable to own work environment.
3. Deliver and make informed judgements about the quality of the administration service, offered to clients.
4. Take responsibility for managing own performance and growth as administrative practitioners in the context of public sector human resource development policies and procedures.



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5. Use and maintain computers and workplace equipment relevant to own public administration role in own operating context.

6. Maintain health, safety and security of the work community and environment. Understand and apply warehouse principles and processes.

