



QUALIFICATION

Postgraduate Diploma
(SAQA ID: 110463; NQF Level 8)

Postgraduate Diploma in **Public Administration**

Mode of Delivery:
Distance Learning Online

**We've got you.
You've got this.**

1 Description and Programme Purpose

The **Postgraduate Diploma in Public Administration** aims to prepare senior managers for their **roles in managing complex** problems in the **public sector**. It is **aimed at persons at the levels of** Assistant Director, Deputy Director, Director and Chief Director in public service. The **qualification contains** modules **covering the core** functions of management, namely leadership, governance, strategy, finance and people management.



Learn More

High-level problem-solving and systems thinking and innovation are threads that run through each of the modules. The Integrated Public Service Project module is a research-based module which is the foundation for the entire qualification. This module is compulsory, and students are required to critically review information-gathering, synthesis of data, and evaluation and management processes in this specialised context in order to develop a creative response to the problem identified.

The qualification offers **two electives**: *Development Economics DEVS01-8* and *Public Policy Management PPMA01-8*. These electives enable **students to deepen their expertise** in either economic development **challenges or policy formulation** and analysis.

2 Who Should Enrol?

This qualification is ideally suited for

01

This **qualification is ideally suited for public sector managers** who are **seeking to strengthen their strategic** and operational leadership capabilities while continuing to work full-time.

02

It is particularly **beneficial for professionals in senior roles** who require a flexible learning **environment that accommodates** demanding work **schedules and who are committed** to driving innovation, accountability and **service excellence** within government institutions.

3

Programme Outcomes

Successful completion of this **qualification** should enable the student to:

1. Apply **relevant theories** and concepts in the fields of management, leadership, finance, human **resources and strategy to solve complex problems** in a public sector setting.
2. Manage the **conceptualisation** and **implementation of strategies**, policies and plans in a **public sector environment** with due regard to **national and global** contexts.
3. Promote **ethical decisions** on complex **institutional issues** with sensitivity and awareness of **consequences** in an autonomous manner.
4. Collect, **interpret and process** data and **information in order** to make informed decisions.



4

Programme Structure

[View Programme Structure](#)



5

Mode of Learning

The programme will be offered via **Distance Learning Online (DLO)**. DLO is our fully digital, guided and flexible study experience designed to **support independent learning** with structured engagement.

Through our **online platform**, students access all learning **materials including textbooks**, and participate in **live online classes**, discussion forums and collaborative projects. DLO fosters **meaningful interaction** while allowing students to study at their own pace. With **downloadable resources and flexible** access, it accommodates varying connectivity needs and offers a rich, **inclusive learning journey tailored** to diverse student contexts.



6

Module Descriptions

Compulsory

Integrated Public Service Project IPSP01- 8

This module **aims to provide students with the ability** to integrate their knowledge and skills in order to research a problem in the public service context and to make **informed recommendations based on analysis**. Based on the problem and recommendations, students will outline a project with an **implementation and monitoring schedule**. Students will be equipped with information-processing and research and project management skills in **order to complete the final project report**.

The **public expect and demand accountability** from the public service. To assess the outcomes of **governance efforts with the aim** of improving public sector performance, Government develops and implements **monitoring and evaluation (M&E) systems**. This module introduces students to the challenges of **implementing monitoring** and evaluation in the **South African public sector** and aims to build competence in information- gathering, **interpretation and evaluation skills**.

Programme Monitoring and Evaluation PMEV01-8

**Public Financial
Accountability
PFIA01-8**

This **course introduces participants** to key theoretical concepts in public finance, as well as providing an **opportunity to analyse applied** public finance issues in the South African context. It **explores the application of financial management** techniques in the public sector setting.

Once **students have completed this Public Sector Leadership** module, they should have a **good theoretical** and practical knowledge and **understanding of leadership** and how it applies in the public environment. Students will gain knowledge in **individual differences such as personality**, attitudes, abilities and emotions. The concepts of perception and attributions, as **well as motivation through needs**, job design and satisfaction, are covered. **Students will gain knowledge** in the areas of groups and social processes.

**Public Sector
Leadership
PSEL01-8**

**Strategic
Public
Management
and
Governance
SPMG01-8**

This module is **aimed at providing students with essential** knowledge of the **contribution of strategy across** the broad mandate of the public sector. Fundamental tools for the **strategic analysis of the external and internal environment of the public sector** are presented. Students will develop a **thorough understanding** of the strategic thinking process.

Human resources shortfalls are eroding the ability of many government departments or organisations, thus adversely affecting employees' **ability to perform their tasks economically**, efficiently and effectively. **Organisations that acquire**, develop and retain high-performing employees with the **appropriate skills and competencies** are better able to respond to the needs of their stakeholders and changes in their external environment. **The module is aimed at equipping** students to **become organisational leaders** through people management. The module therefore aims to **assist students with using human resources effectively** and determining how well human resources are integrated into daily **decision-making and planning for the departmental** results that need to be achieved. Towards that goal, the module highlights the importance of a **sustained commitment by the department** or sector's leaders to maximise the value of their **human resources and manage related risks**.

**Strategic
Public Sector
People
Management
SPSP01-8**

Development Economics DEVS01-8

The module **aims to introduce participants** to the macroeconomic challenges of developing countries, such as inequality, growth, poverty and international trade. It **covers issues of development**, growth, markets, and their role and importance in terms of policy and socio-economic development prospects of nations. The focus of the module is on the development of the **analytical skills necessary for the analysis**, development, implementation and monitoring of economic policy choices for **developing economies**. The module highlights development management challenges and their impact on prospects for long-term socio-economic **development for emerging economies** like South Africa. Students will be exposed to the concepts and policy challenges related to the **causes and characteristics** of the development of nations. The role of local communities, global actors, **private and non-governmental** sectors and their effects on the **development path** of a nation are addressed.

The **objective of this module is to provide** a comprehensive overview of the scope of policy management. The **module will interrogate** conceptual and theoretical **frameworks of public policy**, examine models of public policymaking, offer a **framework of public policy** analysis, and explore policy contexts in South Africa, Africa and globally.

Public Policy Management PPMA01-8

7 Minimum Admission Requirements

Entry route 1

The **minimum admission requirement** for the **PGDip (Public Administration)** is an appropriate bachelor's degree or an **Advanced Certificate of 120 credits** that exits on **NQF Level 7**. **Admission to the qualification** is further subject to academic selection criteria. **The applicant must also be:**

01

Proficient in English (proof of proficiency may be required for international students).

02

computer and internet-literate.

Entry route 2: Recognition of Prior Learning (RPL) applications

In limited cases, admission may **take place via RPL**. RPL applicants must have a **minimum of 10 years of employment** experience and **demonstrate potential** to complete the programme, and **must submit**:

01

A **full curriculum vitae** detailing past **qualifications and work experience**.

02

A **one-page statement** of **why they believe** they should be admitted to the programme.

In addition, an applicant may be required to present him/herself for an interview with the Selection Panel.

Note: RPL candidates will be considered **only after Entry Route 1** admissions are finalised.

[Learn More About The RPL Requirements](#)

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Other / International certificates

Further to the requirements for admission provided above, **foreign nationals** or South African nationals **seeking to apply for admission** onto the qualification based on a non-South African/foreign, **NQF Level 7** equivalent qualification or degree, must obtain, and submit to Milpark, a Certificate of Equivalence from the **South African Qualifications Authority (SAQA)** (www.saqa.org.za).

Applicants with **non-South African/foreign degree qualifications**, are advised to submit their **SAQA Certificate** of Equivalence at the time of applying online for a **Milpark Postgraduate degree**.

Foreign **nationals residing in South Africa** on a **temporary visa** must provide proof from the **South African Home Affairs** offices that they are **permitted to study and enrol** for studies at the tertiary level.



8 Mode of Delivery

The **Department of Higher Education and Training** has registered the programme, and the Council on Higher Education has accredited the programme for **delivery via distance learning**.

Learn More

The following mode is available for this specific programme:



**Distance
learning
(DL)**

Through the *myMilpark* and *myCourses* **online tuition** and support environments, students have **access to all course materials** (including formative and summative assessments), discussion opportunities, administrative **services and a wealth of external resources**.

Minimum requirements to study online and complete assessments and online proctored assessments

A **laptop or personal computer (PC)** with one of the **following operating systems**:



Windows 10+



macOS 10.11+



Ubuntu 18.04+



Chrome 58+



Continuous (daily) access to a **stable internet connection** with an upload and download speed of at least 5 Mbps.



A **camera/webcam** (720p resolution)



Speakers and a microphone **OR** headphones



2GB free **RAM** (memory)



250MB **free disk space**.

[View Technical Requirements](#)

[How To Check Your RAM](#)

10 Student Support

Library Access

The **Milpark Library provides access to e-books** in a virtual library called Cyberlibris (Scholartext). Lecturers **may create smart bookshelves** per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also **create their own personal smart bookshelves** containing resources for their studies. Having access to a **digital library** means that thousands of students can access books and resources from anywhere at the same time online. There is **no need to make reservations** and requests, and **no limit on the time a student has to access a book**.

With the **implementation of Cyberlibris**, students also have access to **full-text resources via ProQuest** (global), Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To **assist with understanding** content, **students have access to tutors** whom they can contact individually. Students who experience study and/or **personal problems have access** to a student counsellor. **All support services are available** to registered students via myMilpark (myCourses).

11 Assessment

Students are **required to submit a formative assessment** for each module, which contributes **40% towards the final mark**. Some **modules may have multiple formative assessments**. The structure of all assessments will be communicated to students at the start of the block.

Distance-learning online (DLO) students need to participate in **specific online forums per module** in order to meet the Due Performance (DP) requirement.

A **student who has completed** certain modules on this qualification at **Milpark Education** and who wishes to transfer to **another tertiary-level institution** should be able to **apply for exemption** from relevant modules on the basis of the **modules that have been passed** at Milpark Education.



12 Duration

The programme can be completed in a **minimum of one year** and a **maximum of three years**.

13 Certification

On successful completion of the qualification, the student will receive a **Postgraduate Diploma in Public Administration, NQF Level 8** (credits: 120). The **Postgraduate Diploma in Public Administration** is **accredited** by the Higher Education Quality Committee of the Council on Higher Education (CHE).

14 Further Studies

The programme is at **NQF level 8** and it will provide for articulation options into **NQF level 9** programmes. Narrowly, students may proceed to **Milpark's Master of Business Administration**.

Beyond Milpark Education, this **qualification should articulate with other qualifications** in the **relevant fields of management** development.

A student who has **completed certain modules** on this qualification at Milpark Education and **who wishes to transfer** to another **tertiary-level institution** should be able to **apply for exemption** from relevant modules on the **basis of the modules** that have been passed at Milpark Education.



15 Pricing



All module fees **include one round of formative** and **summative assessments**, supplementary examinations excluded. **Module fees do not include the cost of prescribed textbooks** which will be for your own account. **The prescribed book list will be available** on *myMilpark* on registration.

16 Disclaimer

The content of this **brochure is accurate at the time of going to print**. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements, or for other reasons. **Notice of such changes will be published on our website.**



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www.milpark.ac.za

Apply Now

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