

SAQA ID	Qualification Title	NQF Level	Credits	Duration
118766	Occupational Certificate: Public Service Administrator	05	120	1 year

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Public Service Sector Education & Training Authority (PSETA)

C. Qualification Overview

Purpose:

The purpose of this qualification is to prepare a learner to serve as a Public Service Administrator.

A Public Service Administrator provides a structured programme for public officials that work in support of senior management officials, promotes administrative efficiency within governmental departments by rendering administrative services and support aligned to governmental policies, and provides for service delivery objectives in all the three spheres of government.

D. Exit Level Outcomes

- Prepare communication and record keeping documents demonstrating an informed understanding of the key rules and principles of the public service practices.
- Demonstrate an understanding of personnel management at unit level.
- Report on financial, and procurement related activities in accordance with prescribed organisational and professional ethical codes of conduct at unit level.

E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification/RPL

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
334102-000-01-KM-01	Government System.	5	9
334102-000-01-KM-02	Human Resource Administration.	5	7
334102-000-01-KM-03	Programme and Project Management.	5	9
334102-000-01-KM-04	Public Service Communication and Administration.	5	7
334102-000-01-KM-05	Ethics, Good Administration and Integrity in the Public Service.	5	7
334102-000-01-KM-06	Developing Self in the Workplace.	5	8
334102-000-01-KM-07	Financial and Supply Chain administration	5	8
334102-000-01-KM-08	Using Technology Effectively and Efficiently to Meet Public Service Requirements	5	9

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
334102-000-01-PM-01	Administer Workplace Outputs.	5	6
334102-000-01-PM-02	Draft Official Communication Documents in the Workplace.	5	8
334102-000-01-PM-03	Provide Administrative Support for the Resources at Unit Level.	5	8
334102-000-01-PM-04	Develop Oneself in a Unit.	5	4

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
334102-000-01-WM-01	Provide Day-to-day Administrative Support to Managers in a Unit.	5	15
334102-000-01-WM-02	Conduct Self-management Processes and Procedures in the Workplace.	5	3
334102-000-01-WM-03	Apply Value-driven and Appropriate Human Resources, Financial and Supply Chain Management Principles at Unit Level	5	5

NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

H. Assessment

Assessment will comprise the following.

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with.

- Statement of Results
- Certificate of Competence

J. Progression Pathways

Horizontal Articulation:

- National Certificate: N6 Public Management, NQF Level 5.

Vertical Articulation:

- Diploma in Public Administration, NQF Level 6.
- National N Diploma: Public Management, NQF Level 6.