

SAQA ID	Qualification Title	NQF Level	Credits	Duration
121166	Advanced Occupational Diploma: Senior Government Official	07	244	2 years

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 function as a Senior Government Official.

A Senior Government Official plans, organises, directs, controls, manages, monitors, and evaluates the overall activities of municipal or local, regional and national, and provincial government departments, boards, agencies, or commissions in accordance with legislation, ethical parameters, procedures and policies established by the government and legislative bodies. Typical graduate character attributes include, among others, proficiency, efficiency, integrity, and high moral and ethical standards.

D. Exit Level Outcomes

- Conceptualise, design, implement and evaluate public sector and participatory policies, programmes, and a public sector development management framework.
- Deliver public value and lead public sector change.
- Conduct and fulfil management functions required to deliver public value.
- Integrate public administration under the rule of law.
- Strengthen and implement sustainable public sector ethical practices and use knowledge to promote the achievement of public sector goals.
- Conduct research and integrate qualitative and quantitative information, methods, and evidence to support decision-making in the public sector.
- Analyse and apply administrative provisions to regionalism, decentralisation, and governance.
- Apply knowledge of the indigenisation of African philosophies.

Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 6 qualification/RPL

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
335901-000-00-KM-01	Labour Legal Compliance and Regulatory Framework	5	8
335901-000-00-KM-02	Labour Relations Provisions	5	2
335901-000-00-KM-03	Collective Agreements and Bargaining Councils	5	2
335901-000-00-KM-04	CCMA Rules	5	2
335901-000-00-KM-05	Bargaining Council Rules	5	2
335901-000-00-KM-06	Professional Values and Ethics	5	2

111204-000-00-KM-01	Public value delivery, NQF Level 7, 5 Credits.	7	5
111204-000-00-KM-02	Public administration functions and policy within the broader market economy, NQF Level 7, 3 Credits.	7	3
111204-000-00-KM-03	Leading Public Sector Change, NQF Level 7, 3 Credits.	7	3
111204-000-00-KM-04	Public Policy Design and Implementation, NQF Level 7, 5 Credits.	7	5
111204-000-00-KM-05	Public Sector Programme Evaluation, NQF Level 7, 4 Credits.	7	4
111204-000-00-KM-06	Critical systems thinking and practice with respect to participatory policy issues, NQF Level 7, 3 Credits.	7	3
111204-000-00-KM-07	Principles and theories of Public Management and Financial Management.	7	5
111204-000-00-KM-08	Administrative provisions to Regionalism, Decentralisation, and Governance.	7	5
111204-000-00-KM-09	Principles and theories of Public Sector Project Management.	6	4
111204-000-00-KM-10	Human Resources Management in a public sector context.	7	4
111204-000-00-KM-11	Enhancing public sector goals.	5	3
111204-000-00-KM-12	Public Sector Development Management Framework.	7	5
111204-000-00-KM-13	Integration of Public Administration under the rule of law.	7	5
111204-000-00-KM-14	Ethics and Ethical Practices in the Public Sector.	7	5
111204-000-00-KM-15	Communication strategy in the public sector.	7	3
111204-000-00-KM-16	Research and related aspects.	7	5
111204-000-00-KM-17	Qualitative and Quantitative Information, methods, and evidence to support decision-making in the public sector.	7	4
111204-000-00-KM-18	Monitoring and Evaluation.	7	6
111204-000-00-KM-19	Indigenisation of African Philosophies.	7	3

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
111204-000-00-PM-01	Deliver public value.	7	6
111204-000-00-PM-02	Analyse concepts, principles, and methods related to public administration functions and policy organisation within the broader economy	7	4

111204-000-00-PM-03	Lead public sector change strategically.	7	4
111204-000-00-PM-04	Conceptualise, design, implement and monitor public policies and programmes.	7	7
111204-000-00-PM-05	Evaluate Public Sector Programmes.	7	6
111204-000-00-PM-06	Apply critical systems thinking and practice to public sector policy issues.	7	3
111204-000-00-PM-07	Apply the principles and theories of Public Management.	7	6
111204-000-00-PM-08	Analyse and apply administrative provisions to regionalism, decentralisation, and governance.	7	5
111204-000-00-PM-09	Apply the principles and theories of public sector project management.	6	4
111204-000-00-PM-10	Manage human resources in a public sector context.	7	4
111204-000-00-PM-11	Use knowledge to promote effectiveness and efficiency in the achievement of public sector goals.	7	3
111204-000-00-PM-12	Conceptualise, Design, and implement a Public Sector Development Management Framework.	7	5
111204-000-00-PM-13	Integrate public administration under the rule of law.	7	5
111204-000-00-PM-14	Strengthen and implement sustainable public sector ethical practices	7	4
111204-000-00-PM-15	Develop and implement a communication strategy.	7	3
111204-000-00-PM-16	Conduct research, NQF Level.	7	5
111204-000-00-PM-17	Integrate qualitative and quantitative information, methods, and evidence to support decision-making in the public sector	7	3
111204-000-00-PM-18	Develop a monitoring and evaluation toolkit in a public sector environment	7	3
111204-000-00-PM-19	Conceptualise and apply knowledge of African philosophies in the public sector	7	3

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
11204-000-00-WM-01	Processes to deliver public value	7	5
11204-000-00-WM-02	Processes to lead public change strategically	7	4
11204-000-00-WM-03	Processes to conceptualise, design, implement and monitor public policies and programmes.	7	7
11204-000-00-WM-04	Processes to evaluate public sector programmes	7	5
11204-000-00-WM-05	Processes to apply critical systems thinking and practice to public sector policy issues.	7	4
11204-000-00-WM-06	Processes to apply the principles and theories of Public Management.	7	5
11204-000-00-WM-07	Processes to apply the principles and theories of public sector Project Management.	6	4
11204-000-00-WM-08	Processes to manage human resources in a public sector context.	7	4

11204-000-00-WM-09	Processes to use knowledge to promote effectiveness and efficiency in the achievement of public sector goals.	7	4
11204-000-00-WM-10	Processes to conceptualise, design and implement a Public Sector Development Management Framework.	7	6
11204-000-00-WM-11	Processes to strengthen and implement sustainable public sector ethical practices	7	5
11204-000-00-WM-12	Processes to implement a communication strategy.	7	5
11204-000-00-WM-13	Processes to conduct research	7	10
11204-000-00-WM-14	Processes to integrate qualitative and quantitative information, methods, and evidence to support decision-making in the public sector	7	5
11204-000-00-WM-15	Processes to conduct monitoring and evaluation in a public sector environment.	7	5
11204-000-00-WM-16	Processes to apply knowledge of African philosophies in the public sector.	7	3

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:

- Occupational Certificate: Governance Practitioner, Level 7.
- Advanced Diploma in Public Administration, NQF Level 7.

Vertical Articulation:

- Occupational Certificate: Governance Professional, Level 8.

Diagonal Articulation

- Bachelor of Public Administration Honours, NQF Level 8