



TEMBE SERVICE PROVIDERS (Pty) Ltd T/A TSP COLLEGE

Education, Training and Skills Development Services

Reg. No. 2012 / 000516 / 07, Accreditation No: ETDP9950

NATIONAL CERTIFICATE: PUBLIC ADMINISTRATION

COURSE OUTLINE:

NC: PUBLIC ADMINISTRATION NQF LEVEL 3			
National Certificate SAQA ID: 57804	Field	NQF Level	Min. Credits
	Field 03 - Business, Commerce and Management Studies	03	157
Qualification Rules	Core Unit Standards	Fundamental	Elective
	103 credits	36 credits	18 credits

EXIT LEVEL OUTCOMES

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.

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.

Entry Requirements:	Duration	Certification Body:
<ul style="list-style-type: none">• Communication at NQF Level 2.• Mathematical Literacy at NQF level 2.• Computer Literacy at NQF level 1.	12 months	PSETA



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