



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

Education, Training and Skills Development Services

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

FURTHER EDUCATION AND TRAINING CERTIFICATE: PUBLIC ADMINISTRATION

COURSE OUTLINE:

FETC: PUBLIC ADMINISTRATION NQF LEVEL 4			
Further Education and Training Certificate SAQA ID: 57824	Field	NQF Level	Min. Credits
	Field 03 - Business, Commerce and Management Studies	04	146
Qualification Rules	Core Unit Standards	Fundamental	Elective
	70 credits	56 credits	20 credits

EXIT LEVEL OUTCOMES

1. Apply public sector principles, policies and ethics to own public sector work context.
2. Apply the principles of good customer service in own public sector context.
3. Apply administrative principles in implementation of public sector procedures and work schedules.
4. Demonstrate an ability to apply the principles of problem identification and analysis.
5. Contribute towards team development in own public sector context.
6. Apply the principles of communication in own work context according to public sector communication protocol.

PURPOSE OF THE QUALIFICATION

- The purpose of the FETC: Public Administration is to provide a structured programme for public officials that work in support of senior management officials in providing for service delivery objectives. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. The FETC: Public Administration is aimed at practitioners working in the public sector. It is a qualification in a career pathway towards an accomplished public administration and management specialist.

Entry Requirements:	Duration	Certification Body:
<ul style="list-style-type: none">• Communication at NQF Level 3• Mathematical Literacy at NQF level 3.	12 months	PSETA



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