iences | FACULTY 2019

Start your future career in **Public Administration**

Diploma in Public Administration

CONTACT

Business & Management Sc

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Cape Peninsula
University of Technology

creating futures

Do you care about your community?

A qualification in Public

Administration will provide you with current or future managerial and development skills for the public service at local, provincial and national levels of government.

You will be involved in various areas of management in the public sector, ranging from public service delivery and policy studies to financial management.

YOU WILL LIKE THIS IF	You have strong interpersonal, organisational skills and love to work with people.
YOU WILL STUDY AT	District Six Campus, full-time and part-time

YOU WILL STUDY FOR

Three years, full-time
Four years, part-time

WHAT YOU NEED

Minimum Admission Requirements

National Senior Certificate (Grade 12) with:

- English (4)

The department utilises an Admission Point Score (APS) as selection criteria once your minimum admission requirement of English **4 (50%)** is satisfied. You also have to score a minimum of **26** on the Diploma and **22** on the Diploma in Public Administration (Foundation) on the APS.

Please note: Part-time students should preferably be employed full-time in the public sector environment.

DISCLAIMER

Meeting the minimum requirements does not guarantee admission. This information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2018/ 2019.
Admission requirements may therefore differ between the existing qualification and the HEQSF aligned qualification. Please consult the CPUT website or faculty for updated information. Every effort has been made to ensure the accuracy of the information in this pamphlet; however the University reserves the right at any time, if circumstances require to make changes to any of the published details.

#weareCPUT
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YOUR FUTURE SELF

Future **studies**

Advanced Diploma in Public Administration
Postgraduate Diploma in Public Administration
Master of Public Administration
Doctor of Public Administration

Future **industries**

Three spheres of public sector: local, provincial, national government
Semi-state (parastatal)
Non-profit organisations
Educational institutions
The diplomatic corps
Political media

Future **career**

creating futures in public administration

YOUR SUBJECTS

FIRST YEAR

- Business Computer Applications 1
- Communication 1
- Orientation to Government Studies 1
- Public Human Resource Management 1
- Introduction to Public Law 1
- Public Sector Economics and Finance 1

THIRD YEAR

- Business Computer Applications 3
- Communication 3
- Public Human Resource Management 3
- Public Sector Finance 3
- Governance and Politics 3
- Fundamentals of Research 3
- Public Management Practice 3

SECOND YEAR

- Business Computer Applications 2
- Communication 2
- Public Human Resource Management 2
- Public Sector Finance 2
- Governance and Politics 2
- Fundamentals of Research 2

Your on-the-job training

Public Management Practice 3 is a compulsory subject where, as a full-time student, you are required to undergo and complete in-service training at any formal or informal public sector organisation. As a part-time student, you have to compile and submit a portfolio of evidence.

HOW TO APPLY

MANUAL APPLICATIONS

Do you qualify to apply manually?

Please note: a non-refundable application fee will be applicable.
Manual applications are only available to the following persons:

- Applicants applying for RPL (Recognition of Prior Learning)
- Non-South African citizens
- South-African citizens with international qualifications
- Applicants with permanent residence in South Africa
- Refugee asylum seeker temporary permit/ formal recognition of refugee status in the RSA

1. Choose a qualification
2. Complete an application form
3. Gather your documents (i.e. certified copies less than three months old)
4. Fill in the application form
5. Pay the application fee
6. Hand deliver or post your form and certified copies of documents to our District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
7. Follow-up and get your admission status via the online application tracking system by visiting www.cput.ac.za/study/track

ONLINE APPLICATIONS

Do you qualify to apply online?

ONLINE APPLICATIONS ARE FREE

The following persons may only apply online,
i.e. no manual applications will be allowed:

- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

1. Choose your qualification by consulting this brochure or the website
2. Gather your documents (i.e. certified copies less than three months old)
3. Download the online application guide available on our website for information on how to apply online

4 Complete your application online by visiting www.cput.ac.za/study/apply

5 Follow-up and get your admission status via the online application tracking system by visiting www.cput.ac.za/study/track

CLOSING DATES

31 AUGUST
International applicants

30 SEPTEMBER
South African citizens

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