Start your future career in Public Administration

Diploma in Public Administration

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.

WHAT YOU NEED

Minimum Admission Requirements

National Senior Certificate (Grade 12) with:
- English (5)

The department utilises an Admission Point Score (APS) as selection criteria once your minimum admission requirement of English (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. The information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2019/2020.

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.

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

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

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

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:
  - Non-South African citizens
  - Applicants with permanent residence in South Africa
  - Applicants with international qualifications

- 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.

ONLINE APPLICATIONS

Do you qualify to apply online?

The following persons may only apply online:
- Non-South African citizens with South African qualifications
- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

- 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.

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

Public Administrator