



## Higher Certificate in Public Administration

**NQF Level: 5**

**SAQA ID: 97751**

**Qualification Code: HCPBMI (DBN)  
HCHCPADI (PMB)**

**Location: ML Sultan Campus (Durban-Mariam Bee: 3<sup>rd</sup> Floor)  
Riverside Campus (Pietermaritzburg)**

### Description of the Programme

The programme is designed to enhance the employability of students by equipping them with basic public administration knowledge and skills, which will enable them to occupy entry-level / junior or support positions in the public sectors.

### Duration

One-year full time

### Career Opportunities

Within entry level of the public sector

### Entry Requirements (Higher Certificate in Public Administration)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC Higher Certificate Entry. A minimum of 20 points excluding Life Orientation will be considered.		A Senior Certificate or Equivalent Qualification. A minimum of 20 points will be considered			(NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	English/Communication	50%

**NB:** If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

### Tuition Fees

To assist you with your planning, the 2021 fees have been indicated.

### Please Note:

DUT cannot be held liable for the fees in this brochure, as the 2022 fees are not yet final.

## First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2021 Fees
<b>Semester One</b>				
Cornerstone	CSTN101	5	12	R3 260.00
Public Management and Administration	PMAD101	5	16	R3 230.00
Public Service Delivery	PBSD101	5	16	R3 530.00
Public Finance Management	PBFM101	5	16	R3 180.00
<b>Total</b>				<b>R13 200.00</b>
<b>Semester Two</b>				
Corporate Communication	CRCM101	5	16	R4 750.00
Public Sector People Management	PSPM101	5	16	R4 750.00
Motivation	MTVN101	5	16	R3 230.00
Innovation and Creative Thinking	ICTH101	5	16	R3 390.00
<b>Total</b>				<b>R16 120.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>124</b>	

### Application

Applicants who wish to enrol for the programme/s must apply through the CAO system by no later than 30 September of the previous year.

### Application Forms

Contact the **Central Applications Office (CAO)**

#### Address letters to:

Central Applications Office  
Private Bag X06,  
Dalbridge,  
4014  
Tel: (031) 268 4444  
Fax: (031) 268 4422

#### OR

Apply online: <http://www.cao.ac.za>

**CAO Codes: DU-D-CPA (DBN)  
DU-P-CPA (PMB)**

**Closing Date for Applications: 30 September 2021**

### For Further Information

Contact the Department of Public Management and Economics  
Durban University of Technology  
ML Sultan Campus, Mariam Bee: 3<sup>rd</sup> Floor  
P O Box 1334  
DURBAN  
4000  
Tel: (031) 373 6861

#### OR

Contact the Department of Public Management, Law & Economics  
Durban University of Technology  
Riverside Campus,  
Pietermaritzburg  
P O Box 101112  
SCOTTSVILLE  
3209  
Tel: (033) 845 8878

### Financial Aid

For Financial Aid application for a DUT programme please apply online at [www.nsfas.org.za](http://www.nsfas.org.za) or call the NSFAS call centre on 0860 067 327.

**Please note** that completing a form does not guarantee Financial Aid. For further assistance, please consult the Department of Financial Aid and Scholarships on (031)373 2931/2557/2054.

***This leaflet is for information purposes only and is not binding on the Durban University of Technology***