

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/SPAMD (Co-operative SLP)

TITLE: Advanced Management Development Programme (Public Sector)

(Part of a series of course material prescribed by SAMDI as part of training in the public sector, titled the Integrated Management Development Programme)

The Programme consists of the following Modules:

- Module 1: Strategic Management
- Module 2: Knowledge Management
- Module 3: Policy Management and Public Accountability
- Module 4: Public Financial Management
- Module 5: Project Management
- Module 6: Enhancing Service Delivery
- Module 7: Results through leadership
- Module 8: People and Performance Management
- Module 9: Completing the public service puzzle

QUALIFICATION TITLE: B. Pub. & B. Admin.

NQF LEVEL: 6

CREDITS: 92

NOTIONAL LEARNING HOURS: 920

FORMAL CONTACT TIME: 120 hours (Facilitation)

LEARNING ASSUMED TO BE IN PLACE:

- At least Grade 12 or equivalent qualification.
- The general regulations of the University of the Free State will also be applicable.

LEARNING OUTCOMES:

Learners will be able to:

MODULE 1: Strategic Management: Planning, Implementation & Evaluation

Duration: 2 days

SUPPORTIVE ISSUE: Strategic Management

SGB: PAM Unit Standard Number: POM 0001/6

The qualifying learner is capable of analysing the macro- and immediate environment to assess the impact on institutional operations.

SGB: PAM Unit Standard Number: POM 0003/8

The qualifying learner is capable of designing appropriate organisational structures and strategies to

achieve optimal service delivery outcomes within a complex, changing environment.

SGB: PAM Unit Standard Number: POM 0002/5

The qualifying learner is capable of identifying the place, role and function of specific organisations in broader public sector environment.

SGB: PAM Unit Standard Number: SDL 0001/6

The qualifying learner understands the principles and mechanisms of co-operative governance to ensure effective and efficient service delivery outcomes.

MODULE 2: Knowledge Management

Duration: 1 day

SUPPORTIVE ISSUE: Knowledge Management

SGB: PAM Unit Standard Number: IKCT0001/5

The qualifying learner is capable of dealing with basic concepts in the public sector and understanding the application of information management and related technology.

SGB: PAM Unit Standard Number: IKCT0002/5

The qualifying learner is capable of performing basic knowledge management related functions in the public sector.

SGB: PAM Unit Standard Number: IKCT0001/6

The qualifying learner is capable of participating effectively in the planning, implementation and evaluation of information policies, strategies, systems and services in public administration and management.

SGB: PAM Unit Standard Number: IKCT0002/6

The qualifying learner is capable of using knowledge management tools optimally to support mainstream public management activities.

MODULE 3: Policy Management & Public Accountability

Duration: 2 days

SUPPORTIVE ISSUE: Policy Management and Public Accountability

SGB: PAM Unit Standard Number: PPM 0001/5

The qualifying learner is capable of identifying elementary public policy problems and needs, and facilitating the solving thereof creatively to ensure optimal policy implementation and accessible public service delivery.

SGB: PAM Unit Standard Number: PPM 0002/5

The qualifying learner is capable of following procedures and instructions ethically according to operational policy.

SGB: PAM Unit Standard Number: PPM 0003/5

The qualifying learner is capable of identifying defects in policies & implementation plans that prevent optimal and accessible services in public administration and management.

SGB: PAM Unit Standard Number: PPM 0001/6

The qualifying learner is capable of identifying public policy issues, structure policy problems and mobilise and prioritise resources for action.

SGB: PAM Unit Standard Number: PPM 0002/6

The qualifying learner is capable of transforming policy choices into viable policy projects and programmes.

SGB: PAM Unit Standard Number: PPM 0005/6

The qualifying learner is capable of implementing public policy projects effectively and efficiently.

SGB: PAM Unit Standard Number: PPM 0006/6

The qualifying learner is capable of monitoring, evaluating and reviewing public policy projects.

BRIEF DESCRIPTION OF CONTENT:

MODULE 1: STRATEGIC MANAGEMENT

- ◆ Contextualising strategic management
- ◆ Differentiating between strategic levels
- ◆ Steps in strategic management process
- ◆ Implementation approaches
- ◆ Monitoring and evaluation

MODULE 2: KNOWLEDGE MANAGEMENT

- ◆ Knowledge management in context
- ◆ Inter-collegial dynamics
- ◆ Managing information
- ◆ Information systems management

MODULE 3: POLICY MANAGEMENT & PUBLIC ACCOUNTABILITY

- ◆ Identifying stakeholder needs
- ◆ Prioritising policy needs and resources
- ◆ Monitoring policy implementation
- ◆ Enforcing public accountability

MODULE 4: PUBLIC FINANCIAL MANAGEMENT

MODULE 5: PROJECT MANAGEMENT

MODULE 6: ENHANCING SERVICE DELIVERY

MODULE 7: RESULTS THROUGH LEADERSHIP

MODULE 8: PEOPLE AND PERFORMANCE MANAGEMENT
MODULE 9: COMPLETING THE PUBLIC SERVICE PUZZLE

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

- ◆ Identify and solve diverse problems with regard to the analysis, interpretation and assessment of the micro- and immediate environment in a critical and creative way.
- ◆ Development of progress reports to management and related role-players.
- ◆ Understand and apply a range of strategic management-related techniques, procedures and experimental approaches required in the different specific programmes. Understand the world as a set of related systems by recognising that strategic management problem-solving contexts do not exist in isolation.
- ◆ Identify and solve diverse problems in a critical and creative way when designing appropriate organisational strategies to achieve optimal service delivery outcomes within a complex, changing environment.
- ◆ Work effectively with others as a member of a professional management team when designing appropriate organisational strategies to achieve optimal service delivery outcomes within a complex, changing environment.
- ◆ Evaluating the impact of organisational strategies on service delivery outcomes.
- ◆ Collect, analyse, organise and evaluate trends in managing the implications of and basic concepts in a knowledge-based networked Public Sector.
- ◆ Identify and solve problems by following procedures and instructions according to the operational policy.
- ◆ Collect, analyse, organise and critically evaluate public policy-related information.
- ◆ Demonstrate the ability to understand and apply a range of public policy implementation-related techniques, procedures and experimental approaches required.

METHODS OF ASSESSMENT:

- Integrated assessment methods and tools will be used to assess whether the learner has acquired knowledge of and can safely and effectively apply competence gained.
- Pre-assessment will be conducted by means of a pre-test to determine learners' current level of knowledge.
- Formative assessments will be conducted continuously during contact sessions.
- Summative assessment will be conducted through: written tests on the course reading material, the group assignments, as well on the final Port Folio of Evidence.

ORGANISING FIELD: 3

(1=Agriculture and Nature Conservation)

(2=Culture and Arts)

(3=Business, Commerce and Management Studies)

(4=Communication Studies and Language)

(5=Education, Training and Development)

(6=Manufacturing, Engineering and Technology)

(7= Human and Social Studies)

(8=Law, Military Science and Security)

(9=Health Sciences and Social Services)

(10=Physical, Mathematical, Computer and Life Sciences)

(11=Services)

(12=Physical Planning and Construction)

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DEPARTMENTAL OR PROGRAMME "HOME": Public Management

DEVELOPER/COORDINATOR:

Prof. J.C.O. Bekker (project co-ordinator)

+27 (0)51 – 401 2682

bekkerjc.ekw@ufs.ac.za