

SCHOOL OF BUSINESS, FINANCE & MANAGEMENT

PROGRAMME TITLE	LEVEL	SAQA ID
Public Management	N4	66875
	N5	66955
	N6	67000

PROGRAM DESCRIPTION

The program is a very good choice for those who would want to extend their knowledge of public management and is also intended to serve the needs for continuous learning for serving and intending public servants and other professionals who seek to strengthen or broaden their conceptual and technical skills in public administration and policy analysis.

CAREER OPPORTUNITIES

- Administrative Services Manager
- Public Sector General Manager
- Public Sector General Manager
- Public Policy Analyst
- Public Sector Administration Manager
- Non-Profit Organization Project Officer
- Public Sector Human Resource Manager
- National, Provincial and Local Government Administrator

MODULES PER SEMESTER

Semester one (Year one) <ul style="list-style-type: none"> • Entrepreneurship & Business Management N4 • Computer Practice N4 • <i>English language for Higher Education*</i> 	Semester two (Year one) <ul style="list-style-type: none"> • Management Communication N4 • Public Administration N4 • <i>Internet & Email*</i>
Semester one (Year two) <ul style="list-style-type: none"> • Public Finance N5 • Municipal Administration N5 • Public Relations N5 • Public Administration N5 	Semester two (Year two) <ul style="list-style-type: none"> • Public Finance N6 • Municipal Administration N6 • Public Law N6 • Public Administration N6

**This examination is set and managed by the college; the aim is to improve certain academic qualities of the learner*

DURATION & MODE OF STUDY

- Full Time (in-class): 1½Years –2Years
- Part Time: (in-class): 1½Years –2½Years
- Distance learning: –1½Years–2½Years
- In-Service Training: 18 Months (After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.)

ENTRY REQUIREMENTS

- Grade 12 - Matric,
- A senior certificate or
- National Certificate (N3) or a relevant Nated equivalent qualification

ADMISSION PERIODS

January and June every year

STUDY MATERIALS

Textbooks are recommended and supplied by the College.

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PRICING

For the current pricelist please contact the College.

EXAMINATION AUTHORITY

All examinations which hold twice a year are set and conducted by the Department of Higher Education and Training.

CERTIFICATE & DIPLOMA ISSUANCE

Certificates of completion and Diplomas are issued to learners by the Department of Higher Education and Training on successful completion of each level and the mandatory 18 months practical work experience.

STUDYING BEYOND THE DIPLOMA STAGE

The qualification obtained from this study can be used to apply to study further in any University or Higher education colleges in the country because it is nationally recognized qualification.

ARTICULATION

Based on Report 191 from the Department of Higher Education & training, a learner who has successfully completed all the three levels i.e. N4 - N6 may pursue the following path in order to obtain the National-N Diploma

- Complete all compulsory instructional offerings required for the issuance of the National N Diploma Obtain
- work experience for a minimum of 18 months in the field related to his or her studies and provide documentary evidence to the Department of Higher Education & training of applicable experience in relevant field to the candidate's program of study.
- Candidate must present the N4, N5 and N6 certificates in addition to letter from Employer to the Department of Higher Education & training to apply for the National N Diploma.

DISCLAIMER NOTICE

The information contained in this FACT SHEET is accurate at the time of this publication. In the event of factors beyond the control of HillCross Business College occurring hence causing the contents of this fact sheet and or of the program to change, HillCross Business College will make frantic effort to formally notify current and affected learners. Meanwhile HillCross Business College will as much as possible ensure the intactness of the information contained herein.

Learner/Parent/Sponsor Assent	For Official Use
I,....., herewith acknowledge that I fully understand the information contained herein based on the qualification stated within this context. Signature..... Name (Parent/Guardian/sponsor)..... Signature (Parent/Guardian/Sponsor).....	