

**SCHOOL OF PUBLIC LEADERSHIP
(SPL)**

**ADVANCED DIPLOMA IN
Public Accountability
(NQF Level 7)**

PROSPECTUS



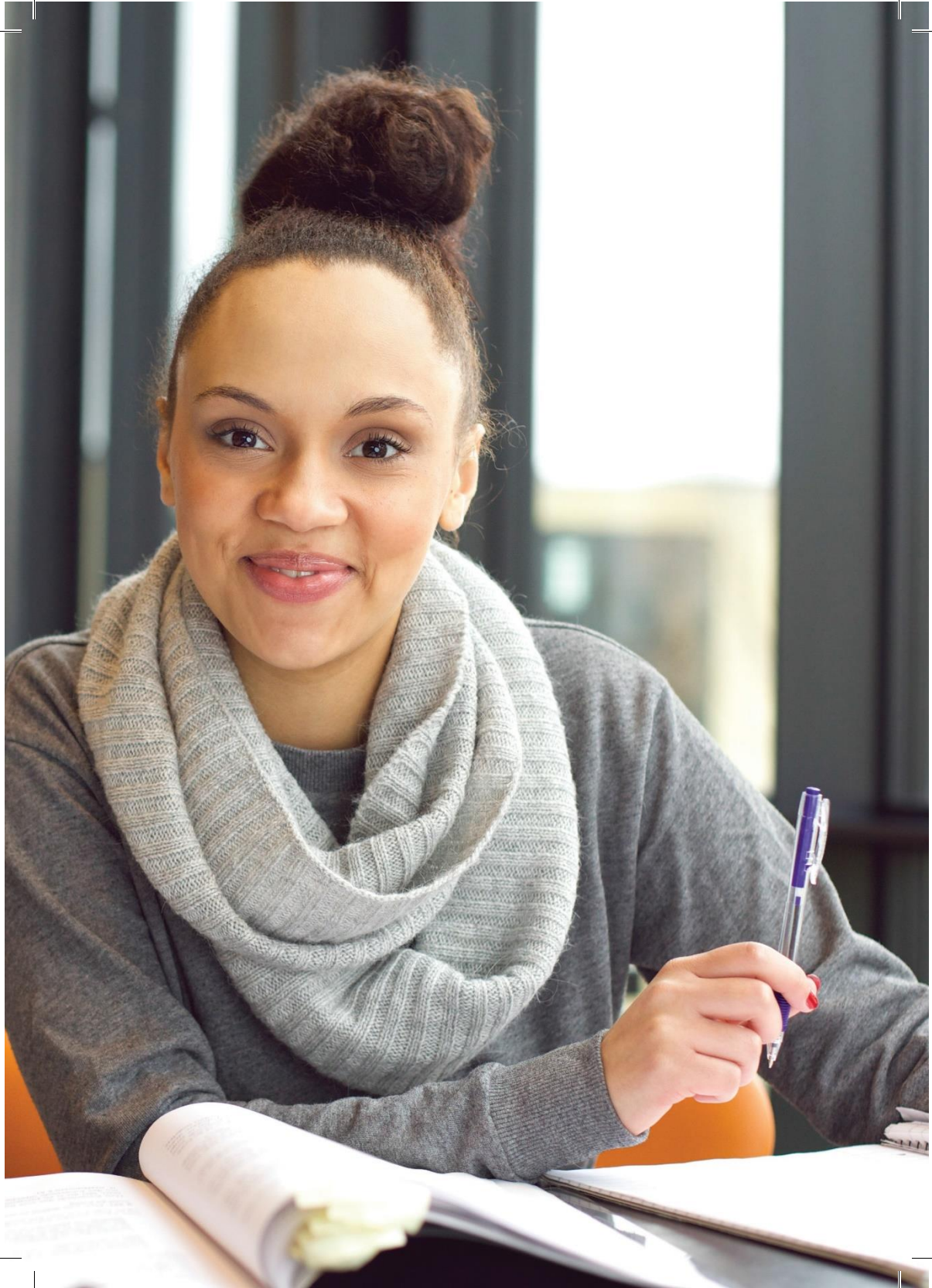
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STELLENBOSCH
UNIVERSITY

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THE ADVANCED DIPLOMA IN PUBLIC ACCOUNTABILITY

BACKGROUND

A new wave of legislation, amendments to legislation as well as regulations make adherence to certain identified competencies compulsory. See for example RSA, Act 7 of 2011 (Local Government: Municipal Systems Amendment Act) and National Treasury 2007, Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels as well as the Department of Cooperative Governance, 2013, Local Government: Municipal Systems Act: Regulations on appointment and conditions of employment of senior managers. Through these statutory requirements a professional designation of public management professional or similar is currently under discussion.

In order to further professionalization, it is also necessary to create opportunities for vertical articulation with, and progression into further Higher Education qualifications. Currently there are substantive numbers of public officials without formal qualifications, but with adequate work experience and now gaining competence through various government financed initiatives such as the programmes mentioned above.

This qualification serves the purpose of providing them with the opportunity to progress to formal qualifications by means of a blended teaching mode approach as well as to provide opportunities for articulation into postgraduate study where their current level of qualification does not allow for this. This in turn affects their opportunities for career advancement.

The 120-credit NQF 7 Advanced Diploma in Public Accountability programme is motivated by the purpose of widening access to higher education and qualifications for furthering career development in the public sector. Many public sector employees do not have qualifications at the required level to provide them with opportunities for career advancement into the public management ranks and this programme helps by vertically bridging the gap between a Diploma (NQF 6) and Public Management postgraduate studies (NQF 8). It also diagonally provides for access into Public Management studies from other qualifications.

CONTENT OF THE PROGRAMME:

Level 7 (HEQF) - The learning outcomes are achieved by means of six 20-credit modules per year. Five of the six are compulsory modules:

- Applied Public Accountability;
- Applied Managing Institutional Capacity;
- Applied Managing Institutional Performance;
- Applied Managing Institutional Collaboration;
- Applied Personal Conduct.

One of the following elective modules must be selected:

- Applied Compliance and Control; or
- Applied Public Financial Accounting.



Marketing Overview

It is a process to allow an organisation to focus resources on the greatest opportunities to increase sales and achieve the company's target. Marketing strategy's goal is to increase sales and achieve the advantage over other competitors. It includes short term and long term activities or marketing that aim to do with the analysis of a company's situation and contribute to its objectives. The objectives will be focused on how you gain sales by acquiring and keeping customers.

A marketing strategy helps convey effective messages with the right blend of marketing approaches that will maximize your sales income and marketing activities.

Product Categories	Profit per Year				
	2013	2014	2015	2016	2017
General tools	+920.82	-13.9	+120.82	+7707.75	+80.82
Health & Medical	-13.9	+82.84	+239.74	-228.00	-13.9
Art Supply	+82.84	+659.82	+82.84	+239.74	+82.84
Kids & Baby	+659.82	+7207.75	+659.82	-13.9	+659.82
Kitchen wear	-228.00	-239.74	-239.74	-13.9	-228.00
Fashion	-797.75	+659.82	+7207.75	+82.84	-228.00
Furniture	+239.74	-239.74	-239.74	+659.82	+239.74

Profit per year of each product. Update on October 2016

Growth Percentage

MODULE OBJECTIVES

1. APPLIED PUBLIC ACCOUNTABILITY (20 CREDITS)

Theories and practices of leadership and good governance and a customer-centric ethos that supports accountability for public service delivery. Theories and practices to engage with political-administrative leadership on matters of public accountability.

After completion of the module you will be able to:

- assess the impact of the developmental context on public value generation;
- interpret the impact of the policy framework on public accountability;
- apply public management principles in service delivery
- assess the leadership qualities required for public accountability practices;
- analyze governance practices for public value generation; and
- engage with political-administrative leadership on matters of public accountability.

2. APPLIED MANAGING INSTITUTIONAL CAPACITY (20 CREDITS)

The enhancement of institutional capacity through good people management and leadership skills, individual performance management, computer skills, research methods and written communication skills, goal setting and conflict management. After completion of the module you will be able to:

- communicate persuasively to exchange information, ideas and influences others to gain cooperation and commitment and support to achieve organizational goals;
- use computer software in the generation and sharing of knowledge and learning;
- use research methods and written communication skills in managing public organisations;

- manage people through problem-solving, team goal-setting and conflict management;
- identify, solve and monitor unique issues or problems that have an organisational impact; and
- plan and organise operations.

3. APPLIED MANAGING INSTITUTIONAL PERFORMANCE (20 CREDITS)

This module focuses on enhancing and leading institutional performance through sound financial management, programme management skills, setting of institutional performance standards and strategic management and leadership. After completion of the module you will be able to:

- use applications to promote a culture of performance and accountability through institutional performance management by setting and maintaining performance standards;
- use applications to set overall strategic direction and lead transformational issues for organisational change and improvement;
- use relevant programmes, projects and resources applications;
- use oversight applications for financial resources, facilities and assets to ensure maximum benefit and value for money; and
- apply relevant individual performance management practices.

4. APPLIED MANAGING INSTITUTIONAL COLLABORATION (20 CREDITS)

This module focuses on the management of institutional collaboration and building alliances through negotiation skills, conflict resolution and lobbying and building of public private partnerships. After completion of the module you will be able to:

- gather information, analyse issues and deal with complexity and ambiguity implications through negotiation, conflict resolution techniques and lobbying;
- establish innovative problem-solving approaches to resolve inter-directorate issues;
- identify, solve and monitor problems that have total organisational impact in consultation with stakeholders; and
- build alliances for service delivery whilst working cooperatively with key and critical stakeholders through cooperative governance and collaborative relationships e.g. PPPs.

5. APPLIED PERSONAL CONDUCT AND INTEGRITY (20 CREDITS)

This module focuses on the ability to shape the personal conduct of public officials through an understanding and application of the codes of good practice related to customer service, ethics and integrity in the workplace, the Batho Pele principles and general professionalism. After completion of the module you will be able to:

- solve problems through critical thinking;
- apply principles to promote a customer-centric organization where customers are served with passion and willingness;
- assess adherence to Batho Pele principles and make corrections where necessary;
- set shared integrity and ethical standards throughout the organization;
- model the values of the organisation in order to promote institutional confidence, trust and professionalism;
- assess adherence to integrity principles in the organisation and make corrections where necessary; and
- assess anti-corruption measures in the organisation and make corrections where necessary.

6. APPLIED COMPLIANCE AND CONTROL (20 CREDITS) (ELECTIVE)

Managing monitoring and evaluation prescripts; reporting; financial regulatory and value-for-money controls; contracting; enterprise risk management and oversight. After completion of the module you will be able to:

- apply organisational monitoring and evaluation principles;
- assess reporting compliance in a public organisation;
- apply financial regulatory and value-for-money controls;
- explain the process of contracting and contract management;
- do enterprise risk management; and
- engage with stakeholders on political and financial oversight.

7.

APPLIED PUBLIC FINANCIAL ACCOUNTING (20 CREDITS) (ELECTIVE)

Applied practices of financial accounting including recording of public sector financial transactions and financial reporting. After completion of the module you will be able to:

- develop, implement, monitor and review public accounting procedures;
- verify supporting documents for validity, accuracy and completeness;
- verify and approve payment transactions;
- verify and approve master file information;
- prepare quarterly and annual financial statements and supporting working papers; and
- manage general ledger and subsidiary ledger reconciliations.

MEDIUM OF INSTRUCTION

The medium of instruction is English.

ASSESSMENT OF THE MODULES OF THE ADVANCED DIPLOMA IN PUBLIC ACCOUNTABILITY

The policies of the University of Stellenbosch with regards to assessment and moderation are fully appropriate for the intended programme. However, in addition, the following specific assessment policy provisions for the programme are provided for:

1. Each Module will have at least two individual assessments assessing all the outcomes of the module.
2. One of the minimum of two individual assessments will be written under controlled circumstances with an invigilator ensuring adherence to the examination requirements as prescribed by Stellenbosch University policy. The format of the assessments may vary, but it is accepted that it will be designed to test ability to do the techniques (e.g. exercises with calculations) and / or insight (e.g. case studies).
The module facilitator will determine whether in-class assessments may be typed on personal computers and submitted electronically while the invigilator and participant is still in class.

3. The other of the minimum of two individual assessments will be in the format of an applied take-home written assignment. Submission of this assessment must be done by means of a document upload onto the online platform of the University. This upload includes checking a box accepting the submission terms, specifically confirming authenticity of the assignment paper.
4. A participant must pass all modules with at least 50%, with a subminimum of 40% for any assessment. If it is decided to include group assessments done during the contact time as part of the assessment plan, it may not contribute more than 20% of the final module mark.
5. A participant not successful in an assessment will be given a second opportunity for assessment only if he/she has attended at least 80% of the contact time. Should the rewrite – in the case of the controlled assessment and/or resubmission – in the case of the take-home assignment - still not be successful, the participant must re-register and redo the module.
6. A participant that has – for a proven work-related or serious health reason – not been present during the controlled assessment, but has attended at least 50% of the contact time, will be allowed to do the assessment at the same opportunity scheduled for participants referred to in item 5 above. The attendance register will be used as evidence for allowing such an opportunity, but should the participant be unsuccessful, no further opportunities will be granted and he/ she must re-register and redo the module.
7. A participant that has completed the controlled assessment, but has for a proven work-related or serious health reason been prevented from submitting the take-home assessments by the set date, will be granted a maximum of two weeks extension of time to submit, where after no further extension will be given.
8. A participant that has been found not yet competent in the take home assessment will be given one opportunity and guidance to improve the assignment at a given date and re-submit only if he/she has attended at least 50% of the contact time as indicated in the attendance register. After this further opportunity where applicable, if the participant is still found not yet competent, he/she must re- register and redo the module.

LOGISTICAL ARRANGEMENTS

The Advanced Diploma in Public Accountability is taught in blended and flexible mode, meaning that limited duration direct and real time interaction by means of telematics are combined with learning by means of electronic media. It will require attending limited direct contact sessions at the Bellville Park Campus of Stellenbosch University in Bellville (Cape Town), with potential repeat of contact sessions at other centers where adequate numbers of students live and work. In addition, interactive telematics sessions and invigilated assessments spread throughout the year must be attended at decentralised venues across the country. The package covered by the student fees includes e-learning materials or hard copy books.

ADMISSION REQUIREMENTS FOR THE ADVANCED DIPLOMA IN PUBLIC ACCOUNTABILITY

The entry requirements are as follows:

- Diploma in Public Accountability (240 credits + Work Integrated Learning – WIL- equivalent to 120 credits or 360 credits),

OR

- any public sector related Diploma or Degree,

OR

- a Diploma or degree in any field with relevant public sector work experience and training.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT ACCUMULATION AND TRANSFER (CAT)

RPL and CAT are in terms of SU and Faculty of Economic and Management Sciences policy guidelines. It is possible to apply for RPL and CAT for credits obtained where participants have successfully completed fully accredited courses (either at SPL or other appropriate accredited training institutions) that correspond with the content and level of the modules in the Advanced Diploma Programme. This will only be considered if the assessment policy, assessment criteria, assessment methods, processes followed and controls applied provided adequate assurance that individual competence were assessed in a credible manner. Please note that no more than 50% of the credits of a completed qualification may be transferred to another qualification, provided also that no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification” (Higher Education Qualification Sub framework of 2013). Contact the Programme Administrator for the RPL and CAT criteria.

APPLICATION AND SELECTION

A complete application package must reach the student applications department of the University, before the closing date. Applications are screened by the selection committee as they are received and successful candidates are informed accordingly.

FURTHER ADMISSION TO OTHER PROGRAMMES

If you complete the Advanced DIP (Public Accountability), you will be able to apply for the Postgraduate BPubAdminHons programme or the Postgraduate Diploma in Public Finance Management as presented by the School of Public Leadership.

COURSE FEES

For more information on the costs of the DIP (Public Accountability) and the Advanced DIP (Public Accountability) programmes please visit: www.spl.sun.ac.za.

Balance of tuition fees:

75% of the total balance by the first week of May and the outstanding amount by the last week in August.

Students may arrange to pay by debit order with Mr Sean Davids: seand@sun.ac.za
+27(0) 21 808 3530

Fees should be deposited into a student's student account:

Standard Bank

Cheque Account Number: 063163225,

Branch Code: 050610

Reference: your student number

Swift Code: SBZAJJ

Account Holder Name: Stellenbosch University

*The University, as represented by the duly authorised decision-making body, reserves the right to amend all fees payable to the University. As a result, the above quoted fees may change by the time that registration takes place. The School of Public Leadership and the staff associated with the management of this programme cannot be held accountable if for any reason the above quoted fees are changed by a duly authorised University decision-making body. Final fees will only be made available in November.





CONTACT US:

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SPL WEBSITE

<http://www.sun.ac.za/english/faculty/economy/spl>

SPL SHORT COURSES

<https://splshortcourses.co.za/>

SOCIAL MEDIA



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