

***Management Development Programmes for Western Cape
Government at Kromme Rhee***

2015/16

**Foundational theories & practices of management in public service
(Part A of PSMDP NQF Level 7)**

36-credit HEQF (2007) level seven course

Contact sessions: 12 October 2015 to 05 February 2016

Link for registration:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=8b49fc59-8036-e511-bfdd-0050568000ff>

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**Public Service Workplace Practical Computer, Research & Writing Skills
(Part B of PSMDP NQF Level 7)**

24-credit HEQF (2007) level seven course

Contact sessions: 14 October 2015 to 01 February 2016

Link for registration:

<http://apps.sun.ac.za/SCD/ApplicationForm.aspx?offeringid=44c55652-8036-e511-bfdd-0050568000ff>



1. INTRODUCTION

Service delivery, and mostly failures in service delivery, currently receive widespread publicity. It is a reality that to overcome the many contemporary challenges of public service delivery, a high degree of management sophistication is required.

The executive programme and products of the School of Public Leadership are the result of knowledge from rigorous research on contemporary issues and international best practices. This research is done by specialists in the sector with the highest academic qualifications combined with practitioner backgrounds. All facilitators / researchers are permanent or extraordinary academic appointees of Stellenbosch University and all products are fully quality controlled and accredited as determined by the University and the Higher Education Qualification Committee.

The products are the only sector-specific accredited products of Stellenbosch University with articulation to advanced degrees in public and development management, i.e. they either provide avenues of access to, or credit for modules of the advanced degrees (conditions apply).

Besides stand-alone courses that are accredited modules or part of modules of various degree programmes, we also offer a range and progression of sector-specific management development programmes, including the Public Service Management Development Programme (60 credits on NQF Level 7) of which the course on foundational theories and practices of management in public service contributes 36 credits and the course on public service workplace practical computer, research and writing skills contributes 24 credits.

2. TITLE OF THE COURSE

**Foundational Theories and Practices of Management in Public Service
(Part A of Public Service Management Development Programme NQF Level 7)**

**Public Service Workplace Practical Computer, Research and Writing Skills
(Part B of Public Service Management Development Programme NQF Level 7)**

3. COURSE OBJECTIVES AND OUTCOMES

The objective of Part A is to equip participants with knowledge of the foundational theories and practices of management in a departmental setting. The intended outcomes are:

- Individually proven knowledge of the core theories of development, public policy management, public management and just administrative action.
- Individually proven knowledge of practices derived from public value generation, national governance, provincial governance and developmental local governance as well as networked community governance, and participatory community governance.
- Individually proven knowledge of applications towards governance innovation, strategy & performance by means of resource and project management
- The individual ability to explain how knowledge of these theories and applications will serve to contextualise, demarcate, enhance or even constrain how the manager functions in his or her work setting.
- Individually proven foundational knowledge required for admission into formal postgraduate studies in public management.

The objective of Part B is to equip participants with workplace practical computer, research and writing skills and the ability to use it in a workplace setting. The intended outcomes are:



- Individually proven ability to use relevant word-processing, spreadsheet applications and presentation applications.
- Individually proven ability to apply relevant research methodologies and writing guidelines to given problem situations in need of finding solutions.
- The individual ability to apply practical computer, research and writing skills in the workplace and to appropriately communicate problems, problem analysis and solution finding processes to stakeholders.

Successful completion of this programme also provides participants who are in possession of tertiary qualifications other than qualifications with NQF Level 7 Public Management / Public Administration content, with the opportunity to gain access into the formal honours degree Programme in Public and Development Management at Stellenbosch University.

4. ASSESSMENT CRITERIA AND METHODS

After attending this course, participants should be able to fulfil the following assessment criteria through the indicated methods of assessment:

Assessment criteria:

Each participant must, through the assessments, provide proof that he / she has acquired a satisfactory level of knowledge of the foundational theories and the ability to explain how knowledge of these theories will serve to contextualise, demarcate, enhance or even constrain how the manager functions in a work setting. For purposes of acquiring the certificate, the average of all assessments must be a minimum of 50% and for admission to the honours programme, a minimum of 50% is required together with the other admission requirements as set out in the admission policies of the University.

Assessment methods:

The core theory covered and research methodology will be assessed by means of two two-hour individual closed-book written papers; Computer applications will be assessed by means of a two hour individual open book practical test. Other applied topics will be assessed by means of a final take-home individual narrative assignment with the following topic:

Select a work related challenge and describe how you will apply the principles explored in the course (National/Provincial/Local Governance; Participation; Governance innovation, strategy & performance based on Public Value Theory; Governance innovation, strategy & performance based on resource and project management; Just administrative action) for enhanced decision-making and implementation. Your approach may be broad, i.e. covering all the principles, or more in-depth, i.e. more in depth focus on a selection of principles explored. The paper should be properly structured and the length is approximately 1 800 words. The correct use of research and writing applications is a requirement and will also be assessed.

Class exercises, small group work and / or other forms of smaller assessments relevant for specific programmes may also contribute a maximum of 10 percent towards final marks.

5. THEMES

The following themes are covered:

Course outline and orientation: Introduction and background; Course objectives and outcomes; Assessment criteria and methods; Themes and facilitators; Schedule; References.



Core theories of development; public policy management & public management: Assessed by means of closed book, individual, invigilated assessment.

Practices of national & provincial & developmental local government: Assessed in assignment.

Selected applicable theories and practices of political and public governance as well as networked and participatory community governance,: Assessed in assignment.

Selected applicable theories and practices of public value-based governance innovation, strategy and performance and performance by means of resource and project management: Assessed in assignment.

Just administrative action as basis for Administrative Law: Assessed in assignment.

Research methodology & report writing: Assessed by means of closed book, individual, invigilated assessment.

Computer Software Applications – Word processing; Data analysis by means of spreadsheet applications, communication by means of presentation applications: Assessed by means of open book, individual, invigilated assessment.

6. SCHEDULE

All contact sessions and invigilated assessments take place at Kromme Rhee:

| Date | 08:30 – 10:30 | 11:00 - 13:00 | 13:45 – 16:00 |
|-------------|---|---|---|
| 12 Oct 2015 | Welcome & orientation & SUN registration | Part A: Development theory | Part A: Development theory |
| 13 Oct 2015 | Part A: Public management theory | Part A: Public management theory | Part A: Public management theory |
| 14 Oct 2015 | Part B: Computer software applications | Part B: Computer software applications | Part B: Computer software applications |
| 15 Oct 2015 | Part B: Computer software applications | Part B: Computer software applications | Part B: Computer software applications & 2 nd SUN registration |
| 16 Oct 2015 | Part B: Research methodology & report writing | Part B: Research methodology & report writing | Departure |
| 16 Nov 2015 | Part A closed book invigilated individual assessment 1: Development & Public Management | Part B: Research methodology & report writing continued | Part B: Research methodology & report writing |
| 17 Nov 2015 | Part B: Research methodology & report writing | Part B: Research methodology & report writing | Part B: Research methodology & report writing |
| 18 Nov 2015 | Part A: Theory & practices of political governance | Part A: Just administrative action & orientation to Administrative Law | Part A: Just administrative action & orientation to Administrative Law |
| 19 Nov 2015 | Part A: Public Policy Management theory | Part A: Public Policy Management theory | Part A: Public Policy Management theory |
| 20 Nov 2015 | Part B: Computer software applications revision | Part B invigilated individual skills assessment 1: Computer software applications | Departure |



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| 01 Feb 2016 | Part A & B closed book invigilated individual assessment 2: Public Policy Management & Research methodology & report writing | Part A: National & provincial government | Part A: Developmental local government |
| 02 Feb 2016 | Part A: Theories & practices of public governance | Part A: Public value theory & practices | Part A: Theories & practices of networked community governance |
| 03 Feb 2016 | Part A: Theories & practices of participatory governance | Part A: Theories & practices of participatory governance | Part A: Theories & practices of participatory governance |
| 04 Feb 2016 | Part A: Public value-based governance innovation, strategy & performance | Part A: Public value-based governance innovation, strategy & performance | Part A: Performance by means of resource and project management |
| 05 Feb 2016 | Part A: Performance by means of resource and project management | Part A: Performance by means of resource and project management | Departure |
| 08 March 2016 | Online submission of narrative assignment by 12:00 noon. | | |

REFERENCES

Prescribed:

Course readers compiled and provided either in hard copy or electronic format. Stellenbosch: School of Public Leadership.

Supplementary sources:

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