

SECTION A – PSETA REGISTERED LEARNERSHIP DETAILS

Learnership Name:	National Certificate: Public Administration: Leadership Level 5	
Learnership Code:	21Q210020271875	
Learnership Number:	210020	
NLRD Learnership Code:	1216	
Qualification linked to the Learnership	National Certificate: Public Administration	
Qualification ID:	50060	
NQF Level:	Level 5	
Minimum credits required for the Qualification	141	
Qualification Rules: The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 141 credits is required to complete the qualification.	Fundamentals:	27 credits
	Core:	94 credits
	Electives:	20 credits

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SECTION B – UNIT STANDARDS LINKED TO THE QUALIFICATION				
TYPE	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	CREDITS
Core	120310	Apply client service techniques to improve service delivery	Level 5	6
Core	115405	Apply principles of knowledge management to organisational transformation	Level 5	10
Core	120303	Apply principles of risk management	Level 5	8
Core	120307	Apply South African legislation and policy affecting public administration	Level 5	10
Core	15237	Build teams to meet set goals and objectives	Level 5	3
Core	15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4
Core	120301	Formulate and evaluate public sector policies and regulations	Level 5	8
Core	114226	Interpret and manage conflicts within the workplace	Level 5	8
Core	116928	Manage diversity in the workplace	Level 5	14
Core	119336	Manage the development and performance of human capital in the public sector	Level 5	12
Core	15222	Promote a learning culture in an organisation	Level 5	3
Core	120306	Manage service delivery improvement	Level 6	8
TOTAL CORE UNIT STANDARD CREDITS			94	
Fundamental	120304	Analyse, interpret and communicate information	Level 5	9
Fundamental	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8
Fundamental	119332	Manage and develop oneself in the public sector work environment	Level 5	10
TOTAL FUNDAMENTAL UNIT STANDARD CREDITS			27	
Elective	114585	Plan strategically to improve business performance	Level 4	4
Elective	120300	Analyse leadership and related theories in a work context	Level 5	8
Elective	120305	Analyse the role that emotional intelligence plays in leadership	Level 5	8
Elective	120311	Apply visionary leadership to develop strategy	Level 5	10

Elective	15233	Harness diversity and build on strengths of a diverse working environment	Level 5	3
Elective	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 5	4
Elective	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	15
Elective	<u>114879</u>	Promote a productivity improvement strategy	Level 5	10
TOTAL ELECTIVE UNIT STANDARD CREDITS				62

