

### SECTION A – PSETA REGISTERED LEARNERSHIP DETAILS

|  |  |                   |
|--|--|-------------------|
| Learnership Name:  | National Certificate: Public Administration: Procurement Level 5 |                   |
| Learnership Code:  | 21Q210021291875  |                   |
| Learnership Number:  | 210021   |                   |
| NLRD Learnership Code:   | 1217   |                   |
| Qualification linked to the Learnership  | National Certificate: Public Administration                      |                   |
| Qualification ID:  | 50060  |                   |
| NQF Level:   | Level 5  |                   |
| Minimum credits required for qualification   | 141  |                   |
| <b>Qualification Rules:</b><br><br>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. | <b>Fundamentals:</b>   | <b>27 credits</b> |
|  | <b>Core:</b>   | <b>94 credits</b> |
|  | <b>Electives:</b>  | <b>20 credits</b> |

| <b>SECTION B – UNIT STANDARDS LINKED TO THE QUALIFICATION</b> |                        |  |                           |                |
|---|------------------------|--|---------------------------|----------------|
| <b>TYPE</b>   | <b>ID</b>              | <b>UNIT STANDARD TITLE</b>   | <b>PRE-2009 NQF LEVEL</b> | <b>CREDITS</b> |
| Core  | <a href="#">120310</a> | Apply client service techniques to improve service delivery  | Level 5                   | 6              |
| Core  | <a href="#">115405</a> | Apply principles of knowledge management to organisational transformation  | Level 5                   | 10             |
| Core  | <a href="#">120303</a> | Apply principles of risk management  | Level 5                   | 8              |
| Core  | <a href="#">120307</a> | Apply South African legislation and policy affecting public administration   | Level 5                   | 10             |
| Core  | <a href="#">15237</a>  | Build teams to meet set goals and objectives   | Level 5                   | 3              |
| Core  | <a href="#">15216</a>  | Create opportunities for innovation and lead projects to meet innovative ideas   | Level 5                   | 4              |
| Core  | <a href="#">120301</a> | Formulate and evaluate public sector policies and regulations  | Level 5                   | 8              |
| Core  | <a href="#">114226</a> | Interpret and manage conflicts within the workplace  | Level 5                   | 8              |
| Core  | <a href="#">116928</a> | Manage diversity in the workplace  | Level 5                   | 14             |
| Core  | <a href="#">119336</a> | Manage the development and performance of human capital in the public sector   | Level 5                   | 12             |
| Core  | <a href="#">15222</a>  | Promote a learning culture in an organisation  | Level 5                   | 3              |
| Core  | <a href="#">120306</a> | Manage service delivery improvement  | Level 6                   | 8              |
| <b>TOTAL CORE UNIT STANDARD CREDITS</b>                       |                        |  |                           | <b>94</b>      |
| Fundamental   | <a href="#">120304</a> | Analyse, interpret and communicate information   | Level 5                   | 9              |
| Fundamental   | <a href="#">119342</a> | Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration | Level 5                   | 8              |
| Fundamental   | <a href="#">119332</a> | Manage and develop oneself in the public sector work environment   | Level 5                   | 10             |
| <b>TOTAL FUNDAMENTAL UNIT STANDARD CREDITS</b>                |                        |  |                           | <b>27</b>      |
| Elective  | <a href="#">10142</a>  | Fulfill procurement activities and supervise procurement administration  | Level 4                   | 8              |
| Elective  | <a href="#">115196</a> | Establish, implement and control procurement processes   | Level 6                   | 12             |

|   |        |  |           |    |
|---|--------|--|-----------|----|
| Elective                                    | 120360 | Demonstrate understanding of financial and accounting principles for public entities | Level 5   | 12 |
| Elective                                    | 11273  | Apply Fundamental Concepts of Supply Chain Management Optimisation                   | Level 5   | 8  |
| <b>TOTAL ELECTIVE UNIT STANDARD CREDITS</b> |        |  | <b>40</b> |    |

