

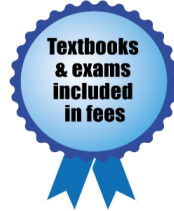


**FULL-TIME**  
Weekday Classes Start 16 February 2026  
Orientation Week: 11 - 13 February 2026

**PART-TIME**  
Saturday Classes Start 19 July 2025  
Mon & Wed Evening Classes Start 21 July 2025

**Fees Include:**  
Textbooks & Study Material • Exam Registrations  
• Student Book Bag • Digital Student Card

# National Diploma Public Management



## Overview

Regardless of whether an organisation operates within the private or public sector, running it efficiently involves formulating sound policies, managing resources effectively and delivering excellent service.

The welfare of the country's entire population is an enormous responsibility, and it is therefore essential that everyone entering the public sector is in possession of excellent management skills. The National N Diploma in Public Management (NDipPM) equips students with a diverse range of management skills to prepare them for the demands of a career in the public sector. This allows the successful student to seek employment in government departments, parastatals and non-profit organisations.

## Certification on successful completion of studies

Students write national examinations set and administered by the Department of Higher Education and Training (DHET). Certificates and diplomas are conferred by the DHET which are nationally recognised and internationally relevant. Successful students graduate with the following:

### National Certificates:

- National Certificate: N4 Public Management (SAQA ID 66875) | NQF Level 5
- National Certificate: N5 Public Management (SAQA ID 66955) | NQF Level 5
- National Certificate: N6 Public Management (SAQA ID 67000) | NQF Level 5

### Unigrad College Short Learning Programme Certificate:

- Computer Skills

### National Diploma:

- National N Diploma: Public Management (SAQA ID 67041) | NQF Level 6

The diploma is awarded to students who have completed their N4, N5 & N6 national certificates and 2000 relevant practical workplace hours over a period of no less than 18 months.



## Admission Requirements

- Matric Certificate (National Senior certificate) or appropriate N3 certificate
- If you are in the process of completing Grade 12, apply / register with your Grade 11 or most recent Grade 12 results

## Course Duration

**Full-time:** 2 years of weekday classes

**Part-time:** 3 years of classes held on either a Saturday or two evenings a week

The National N Diploma requires 2000 hours of practical experience, after completing N4 – N6, done over 18 months

## Career Opportunities

- General Administrator
- Communications Officer
- Municipal Manager
- Regional Inspector
- Case Manager
- Customer Services Coordinator



**Studying Public Management at Unigrad College empowered me with invaluable insights into South Africa's governance.**

**Knowledge is power, and I'm ready to drive change.**

~Vicky Zondi



## Subjects

N4	N5	N6
Public Administration	Public Administration	Public Administration
Management Communication	Municipal Administration	Municipal Administration
Introductory Accounting	Public Finance	Public Law
Computer Practice	Entrepreneurship & Business Management (N4)	Computer Practice (N5)

### Public Administration

Development of the family, community and state • Democratic society • Citizenship and the right to vote • Hierarchy of government • Legislative authority • Executive authority • Judicial authority • Public institutions • Budgetary control • South African symbols • Policy making • Personnel administration • Generic Administration functions • Control and responsibility • Auxiliary functions • Instrumental functions • Line functions • Local and provincial government

### Computer Practice

Introduction, intermediate and advanced word processing, spreadsheet, presentations and data information • Digital citizenship • Online collaboration • Blogging

### Municipal Administration

Development of local authorities • Environmental factors influencing services • Levels of government and municipal cooperation • Powers and functions of municipalities • Municipal elections • Councillors • Office-bearers of municipalities • Committee system • Municipal meeting procedures • Financial aspects, and control measures of municipalities • The role of the municipal manager and key officials • Municipal administration • Public participation

### Public Law

Private, public and constitutional law • Subjective laws • Classification of law and the different courts • Legal functionaries and court officials • Doctrines of law and the rule of law • Civil liability of the state • Administrative law and the principle of legality • Sources of administrative law • Administrative relationships • Internal governmental relations and the delegation of authorities • Administrative proceedings • Judicial control • Interpretation of laws

### Introductory Accounting (previous accounting knowledge not required)

Accounting basics • Documentation and authorisation of transactions • Opening a trading concern • Principles of the double entry system • Subsidiary journals and posting to the general ledger • Bank reconciliation • Month-end and year-end procedures

### Public Finance

Fundamental principles of public finance • Guidelines for a democratic financial system • Role of the central government in the financing of public institutions • Income generation and expenditure within the state

### Management Communication

Fundamental communication principles • Interpersonal relationships • Job interviews • Meeting procedures • Language usage and oral communication • Concise communication • Business communication

### Entrepreneurship and Business Management

Why entrepreneurship? • Innovation and ideas generation • Feasibility studies • Marketing • Business plan

## Student Portal

Once you are registered with Unigrad College, you will have access to myUnigrad, the student portal where you can manage your student profile, download student materials, view your student card, view your results and find past exam papers.

## Accreditation

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686). The National N Certificates and N Diplomas are registered with the South African Qualifications Authority (SAQA). Refer to the "certification" section of this factsheet for SAQA ID numbers and the National Qualifications Framework (NQF) Level.

## Disclaimer

Information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will notify current students. All possible measures will be taken to minimise inconvenience to students.

I \_\_\_\_\_ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained herein pertaining to this programme.

Student/legal guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_