



**SATURDAY CLASSES**

Class times 08:30 - 12:30

**STARTS 25 JULY**

Duration: 5 months

Textbooks & study material are included in course fees

# Public Administration and Management

## Overview

This programme in Public Administration and Management is designed to provide students with the understanding of how the public sector operates and how services are delivered within government structures.

It equips students with the knowledge and skills needed to function effectively in administrative roles, with a focus on accountability, service delivery and the efficient management of public resources.

This programme also aims to develop the professional skills required to operate effectively within a public sector environment. It fosters a sense of responsibility and ethical conduct, preparing students to contribute positively within structured environments where service delivery and accountability are key priorities.

## Who should study the programme?

This programme is ideal for individuals who want to enter the public service environment and build a career within government or municipal structures. It is also well suited to those already working in the public sector who wish to update their knowledge, strengthen their skills, and improve their effectiveness in administrative and service delivery roles.

## Subjects

- Public Administration
- Municipal Administration
- Public Law



## Certification

Successful students are awarded the Unigrad Short Learning Programme Certificate in **Public Administration and Management** endorsed by the Chartered Institute of Business Management (CIBM).

## Course Duration

Saturday classes presented over a 5-month period, delivered on campus by qualified and experienced industry professionals.

## Admission requirements

You must have English comprehension at NQF Level 2 (Grade 10) or equivalent and be 17 years of age or older.

## Fees and study material

Textbooks and study material are **INCLUDED** in our fees!

Course fees can be paid either in full or in convenient monthly instalments. Speak to a Unigrad Career Consultant for detailed information on fees and payment options. Unigrad College also partners with Student Hero and Capitec to offer funding solutions, visit

<https://www.unigradcollege.co.za/funding-options/> to learn more.



**34 Ferreira Street, Mbombela | Nelspruit**

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[www.unigradcollege.co.za](http://www.unigradcollege.co.za) | [info@unigradcollege.co.za](mailto:info@unigradcollege.co.za)

## Student Portal

When you join the Unigrad family you will have automatic access to myUnigrad, the student portal through which you can manage your academic profile, obtain your results, download your digital student card, contact the support team and much more.

## 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).

## What is a Short Learning Programme?

The modern business world demands a vast variety of skills and abilities. Unigrad offers an extensive range of short learning programmes particularly designed to address these demands by enhancing the quality of skills and knowledge available to the workplace. These short learning programmes are typically aimed at working adults, or those seeking employment and whilst they are not full qualifications, such as those appearing on the NQF and registered with SAQA, their benefit lies in their rapid and significant improvement to skill and knowledge levels of the student. This makes short learning programmes ideal for people who need to upgrade their CV's, but do not have the time or finances to engage in a lengthy course of study. This short learning programme is endorsed by the Chartered Institute of Business Management (CIBM).

## Disclaimer

*The 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 formally 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 above pertaining to this programme.

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



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