SECTION A:	QUALIFICATION DETAILS				

QUALIFICATION DEVELOPER (S)	Gaborone Institute of Professional Studies

TITLE	Bachelor of Arts Degree in Public Administration		**NCQF LEVEL**	7

FIELD	Business, Commerce and Management Studies	**SUB-FIELD**	Public Administration	**CREDIT VALUE**	480

New Qualification		X	Review of Existing Qualification	

SUB-FRAMEWORK	General Education		TVET		Higher Education	

QUALIFICATION TYPE	Certificate	I		II		III		IV		V		Diploma		Bachelor	X

	Bachelor Honours		Post Graduate Certificate		Post Graduate Diploma	

	Masters		Doctorate/ PhD	

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

In line with HRDC-Top Occupation in high Demand (Dec, 2018), there is evidence emanating from validated data under Finance and Business Services which indicate that the market generally is in need of graduates that will spearhead the commercial revitalization of the Botswana economy. Most importantly these graduates ought to be well equipped with administration skills and competencies for efficient administration in the ever changing economic environment. It is therefore paramount that degrees such as Bachelor of Arts Degree in Public Administration assist in fulfilling a gap that has been identified by the HRDC document. The HRDC document's findings have been corroborated by a Needs Analysis survey conducted in 2018, which confirmed the high need for the qualification by the local market.

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The qualification is also supported by the recommendations of the Government Paper No. 37 of 2008: "Towards a Knowledge Society", Tertiary Education Policy, which was approved by the National Assembly on the Government Paper No. 37 of 2008. Thus, it also supports the skills training and development component of the Life Cycle Model of the NHRD Strategy (2009). Botswana Vision 2036 recognizes education and skills development as the basis for human resource development. The type of education curriculum that is envisaged to prevail is that which would be aligned to the needs of the economy and business in particular.

Therefore, the qualification will facilitate capacity building and public administration development in order to promote and accelerate economic development. It will also empower learners with public administration management skills and competencies necessary to function and contribute to the advancement of private and public sector organizations. In addition, it will contribute to the supply of professional skills in country and as well as the Southern African Development community.

PURPOSE:

The purpose of this qualification is to develop graduates with competencies in Public Administration, Leadership, Research, Communication, Use of contemporary ICT equipment, and Policy Development. The BA Public Administration degree emphasizes the techniques and methods of public administration. Learners proceed through the curriculum in a planned sequence that culminates with the development of public fundamentals and policies. The qualification also introduces learners to critical thinking skills by providing them with analytical **skills** and expertise in public policy fundamentals, which develop the candidate's cognitive abilities and enable them to develop sustainable policies and strategies for their organizations.

The Bachelor of Arts in Public Administration is designed to provide learners with integrated knowledge and equip them with entrepreneurial skills. Public Administration is widely viewed as a key role player in economic development and well-being of society (NDP11). It introduces innovation, speed up changes in the economy, and contribute to productivity, job creation and national competitiveness (Global Entrepreneurship Monitor Report, 2013). This qualification also aims at enabling the establishment for a learning pathway for learners who want to advance their careers at higher levels. This qualification is also designed to provide an overview

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of public administration practice in a national and international context and develop conceptual understanding, synthesis and application of management techniques, theories and practices.

Thus, graduates with a Bachelor of Arts in Public Administration will be able to:

- Demonstrate critical thinking, research, and communication skills as applied to the public and private sectors.
- Explain the cross-cultural context of public and private institutions operating in a global environment.
- Manage diversity issues within an organizational framework.
- Identify major issues in today's public and private organizations.
- Demonstrate the integrative knowledge, skills, and ethics necessary for responsible administrative, management and leadership positions.
- Demonstrate the management, legal, ethical, and behavioural skills effective job performances career mobility.

ENTRY REQUIREMENTS (including access and inclusion)

Prospective learners will be admitted to the Bachelor of Arts in Public Administration qualification on account of having satisfied the following entry requirements:

- Botswana General Certificate of Secondary Education (BGCSE) or equivalent, with a pass in requisite subjects including English language.
- Diploma in Public Administration from any recognized institution
- Any relevant qualification at NCQF Levels 5 or 6 may render the candidate eligible for exemptions or credit transfer in accordance with applicable college policies.
- Relevant experience in the public sector, a letter from employer confirming experience and training on the job.

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SECTION B	QUALIFICATION SPECIFICATION

GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
Upon completion of this qualification, the graduate should be able to: **3.1** Develop a broad understanding of **public** administration	3.1.1 Describe the sphere of public administration 3.1.2 Illustrate the development of public administration
3.2 Demonstrate practical and theoretical knowledge of policy development	3.2.1 Describe policy development and its purpose. 3.2.2 Explain the policy development stages 3.2.3 Explain the Public Policy Framework.
3.3 Recognise the factors that can influence public policy	3.3.1. Explain how the public opinion can have influence on public policy 3.3.2 Explain how economic conditions can also significantly affect the policy environment 3.3.3 Describe how the technology advancements can also affect public policy.
3.4 Evaluate major issues in public service delivery	3.4.1 Identify challenges in the provision of goods and services in the public service 3.4.2 Develop strategies that can be applied to address specific challenges 3.4.3 Implement strategies to solve problems
3.5 Promote and uphold strategic leadership within public sector environment.	3.5.1 Discuss strategic leadership within public sector environment. 3.5.2. Apply the appropriate leadership style 3.5.3 Identify the appropriate leadership style in the public environment.

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3.6. Develop effective problem-solving strategies	3.6.1 Identify methods appropriate for solving problems
	3.6.2 Use flowcharts to identify the expected steps of problem-solving
	3.6.3 Assess the effectiveness of problem solving strategies
3.7 Evaluate various local government processes	3.7.1 Describe the nature and context of local governance
	3.7.2 Explain the structural framework of local government
	3.7.3 Explain the policy framework of local municipalities
3.8 Evaluate the demands of constitutional principles	3.8.1 Conception of the demands of various constitutional principles.
	3.8.2 Describe the institutionalization of principles in the Botswana constitution
	3.8.3 Describe key features of the Botswana constitutional landscape
3.9 Evaluate the concepts of public expenditure and public revenue	3.9.1 Explain the concepts of government and public finance.
	3.9.2 Define functions of public finance
	3.9.3 Explain the concepts of public expenditure
	3.9.4 Explain the classification of public expenditure

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SECTION C		*QUALIFICATION STRUCTURE*			
COMPONENT	*TITLE*	*Credits Per Relevant NCQF Level*			*Total (Per Subject/ Course/ Module/ Units)*
		Level [5]	*Level [6]*	*Level [7]*	
FUNDAMENTAL COMPONENT *Subjects/ Courses/ Modules/Units*	Business Communication	**10**			**10**
	Principles of Business Management	**10**			**10**
	Introduction to Computing and information Processing	**10**			**10**
	Principles of Human Resources		**10**		**10**
	Corporate Entrepreneurship	**10**			**10**
	Financial Accounting	**10**			**10**
CORE COMPONENT *Subjects/Courses/ Modules/Units*	Introduction to Public Administration	**10**			**10**
	Public Administration Environment		**10**		**10**
	Public Policy Fundamentals		**10**		**10**
	Administrative Law and control of public agencies			**12**	**12**
	Research Methodology		**10**		**10**

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	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

	Conflict resolution and crisis management	**10**		**10**
	Principles of Economics	**10**		**10**
	Risk and control strategy		**12**	**12**
	Personnel Administration and Unionism		**12**	**12**
	Sustainable Development		**12**	**12**
	Business Law- Botswana		**12**	**12**
	Managing Public Organizations		**12**	**12**
	Public Relations		**12**	**12**
	Leadership in the Public Sector		**12**	**12**
	Performance monitoring in the Public Sector		**12**	**12**
	Corporate governance		**12**	**12**
	Public Sector Finance and Accounting		**12**	**12**
	Internship		**60**	**60**
	Disaster Management and Emergency Preparedness		**12**	**12**
	Public Administration Management		**12**	**12**
	Project Management		**12**	**12**

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	Introduction to Political Science.			12	12
	Political Economics.			12	12
	Sociology.			12	12
	Local Governance			12	12
	Dissertation			24	24
	Constitutional Law			12	12
ELECTIVE/ OPTIONAL COMPONENT *Subjects/Courses/ Modules/Units*	Strategic Leadership / Leadership			12	12
	Financial Management and Policy/ Taxation			12	12
	Operations Management / Services Marketing			12	12
	Public Strategy / Corporate strategy			12	12

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	*Credit Value*
Modules at NCQF Level 5	60 Credits.
Modules at NCQF Level 6	65 Credits
Modules at NCQF Level 7	*360 Credits*
TOTAL CREDITS	480 Credits.

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

MODULE	PREREQUISITE
Public Administration Environment	Introduction to Public Administration
Public Policy fundamentals	Introduction to Public Administration
Human Resource Development	Principles of Human Resources
Managing Public Organizations	Principles of business management
Leadership in the public sector	Strategic Leadership / Leadership
Public Sector accounting	Financial accounting
Public Administration Management	Introduction to Public Administration
Public Sector Financing and Control	Financial accounting

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Financial Management and Policy/ Taxation	Financial accounting/Public Sector Financing and control
Public Strategy / Corporate strategy	Public policy fundamentals
Dissertation	Research Methods

From the Elective Component, Learners choose 48 credits (4 modules), each from from the paired modules.

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ASSESSMENT ARRANGEMENTS

Integrated Assessment:

Assessment is conducted in accordance to the institution's Assessment Policy. In most cases the assessment will consist of a compulsory assignment and mid-semester test per module and one three-hour examination per module.

- Compulsory assignment   (15%)
- Mid-semester test per module   (15%)
- One three-hour examination per module.   (70%)

Formative assessment will take place by means of the assignments that will include evidence of job-related understanding, application and evaluation of knowledge, theory and methodologies. Summative assessment will happen by means of a formal examination process.

- It is expected that learners will produce a limited research project.
- Learners receive feedback on all assessments from the assessor within three weeks of assessment.
- Feedback on assignments is communicated and discussed during contact sessions.
- In line with the institutional assessment policy, results are confidential.
- Additional self and peer assessment exercises are available per module (and units) as formative assessments and are utilized during chats, forums and contact classes.

MODERATION ARRANGEMENTS

MODERATION

Moderation takes place in accordance with the institutional Moderation Policy. This Policy provides for a moderation process that verifies that assessments are fair, reliable, valid, practicable and transparent and evaluates assessor performance.

Moderation must include both internal and external moderation of assessments. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level outcomes as well as the integrated competence described in this qualification.

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INTERNAL MODERATION REQUIREMENTS

Anyone assessing a learner or moderating the assessment of a learner against this Qualification and Unit Standards must be registered as an assessor with the BQA as an assessor/moderator in the field of Public Administration.

The Examination is set by a team of Examiners who are the Lecturers of the Institution from all branches. The set questions were emailed to the Head Office through the Heads of Departments. They sit down with the module leaders to select the questions which are suitable for that semester's examination according to blooms taxonomy. They would check for the quality of the questions and the pitching of the question, whether they were set using the learning outcomes to ensure all elements regarding the knowledge, skills and competencies are examined.

After, the internal verification process, set questions are uploaded to the Academic Manager who would take the printed question papers to the External moderators for further quality check.

EXTERNAL MODERATION REQUIREMENTS

External moderators are engaged by the institution as consultants for two purposes, that is pre-moderation and post –moderation of papers.

External Moderators are gurus in the field and are subject specialists whom, after receiving the question papers ensure quality and standard of the paper is maintained. They check the consistence of the paper, how questions were articulated starting from lower level to higher level question using the learning outcomes. They may accept or reject the paper if not set according to Blooms taxonomy of cognitive domain. External moderators check the pitching of the question papers. After, the external moderation exercise has taken place the papers are taken to the Institution for corrections and printing for safe storage before the final date of examination.

MODERATION OF ANSWER SCRIPTS.

External moderators have mammoth task to ensure that the answer-scripts are moderated as they constitute or determine the fate of the student. Moderators check and verify whether the examiner was not too lenient, generous on marks or hash and mean on marks. They ensure that there is:

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- Consistence: The Script versus the marking key.

- Consistence across all scripts.

- Correct mark Count per question.

- Correct Mark Total Count per Script.

- Correct mark Computation (formulae on mark sheets).

- Correct transfer of marks to Mark Sheet.

- Percentage pass rate calculated.

Moderators give comments, observations and recommendations that would influence the decision of the Senate.

RECOGNITION OF PRIOR LEARNING

RPL is conducted in accordance with the institutional Recognition of Prior Learning Policy. This Policy provides processes and procedures by which RPL is conducted.

The assessment processes involved with RPL are the same as those followed for awarding credits in an academic setting. An RPL candidate seeking credits for previously acquired skills and knowledge must still comply with all the requirements as stated in learning modules and learning programmes and qualifications. The difference is the route to the assessment. RPL assessment takes a holistic view of the process of assessment where the context of the learning as well as the context of the person who is being assessed is considered.

Students who do not meet the minimum admission requirements, could, under certain conditions, apply for admission based on recognition of prior learning (RPL).

ACCESS TO THE QUALIFICATION:

Access to the BA in Public Administration is open to those applicants who are in a possession of a:

NCQF level V Certificate, with endorsement for Degree studies.

Or

Vocational Certificate (NCV) NCQF Level 4, with endorsement for Degree studies.

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Or

Applicants who are in possession of a foreign qualification that is equivalent to the NCQF level V Certificate as determined by BQA.

Or

Applicants who are in possession of a Diploma: Public Administration or equivalent (NCQF Level 6).

CREDIT ACCUMULATION AND TRANSFER

Credit accumulation (CAT) is the totalling of credits required to complete a qualification thus students must accumulate a minimum of 480 credits in the qualification to graduate. Credit transfer will be is in line with the institution Recognition of prior learning policy, thus it provides learners with the agreed and consistent credits for qualifications based on identified equivalence in content and learning outcomes between matched qualifications. It may occur on a case by case basis between education and training providers, awarding bodies or as a structured agreement between two or more organisations or education and training providers.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

7.1   Horizontal Articulation (related qualifications of similar level that graduates may consider)
   7.1.1   Bachelor of Arts in Public Governance
   7.1.2   Bachelor of Arts in Corporate Citizenship

   7.1.3   Bachelor of Arts in Economics

   7.1.4   Bachelor of Arts in Politics

7..2   Vertical Articulation (qualifications to which the holder may progress to)

- Master of Arts in Public Administration

- Master of Business Administration

Employment Pathways

Graduates will have requisite competencies and attributes to work as:

- Administrative Services Manager

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- Public Administration Consultant

- Budget Analyst

- Urban Planner

- Education Administrator

- Policy Developer

- Social Service Administrator

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

Students must accumulate a minimum of 480 credits in the qualification to graduate. Students who were exempted may take the shorter period of study depending on the level of entry point. For students to graduate they must pass all the modules of the Degree Programme. That means students cannot pass the subject if they do not pass the Course Work and the Examination. Students should ensure that they fulfil all the requirements for the Course work, otherwise if they do not pass the course work; they are not eligible to sit for the final examination. Students must fulfil the assessments requirements for each subject in the BBA in Public Administration degree Programme:

- Examination (worth 70%).
- Course Work (worth 30%).

The Grading System is as specified in the Assessment Policy and Procedures.

- Final Examination is 70% of the Final Grade.

The examination's weighing is higher as it tests and examines all concepts covered in the module and mostly all the outcomes to ensure that the students have acquired the concepts, skills and competency in the subject areas for application in the Public Administration Industry.

- The Course Work per Module contributes to 30% of the Final grade.

The assignment and the mid semester test contribute 15% each to the final grade. Assignments comprise of all areas covered individually through the guided and learning hours. Students would answer these as an open

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examination to test their progressive understanding of the concepts and skills. The mid semester test covers the learning outcomes covered thus far which is usually half of the total learning outcomes for the module.

Certification

Candidates meeting prescribed requirements will be awarded the qualification in accordance with standards prescribed for the award of the qualification and applicable policies. They will be presented a certificate titled Bachelor of Arts in Public Administration.

REGIONAL AND INTERNATIONAL COMPARABILITY

The Bachelor of Arts in Public Administration is a well-known and widely available international qualification. It generally ranges from a three-year to a four-year qualification. Most of these qualifications are very flexible in their choice of modules or subjects, presumably as a result of the broad field of management that needs to be addressed to develop general business administration skills. Almost all the BA's that were researched cover most of the important functions of management.

Regionally, the Bachelor of Arts in Public Administration is comparable with the following qualifications:

1. University of South Africa (South Africa) Bachelor of Public Administration worth 360 credits and offered over a period of 3 years.
2. Northern Arizona University (United States of America) Bachelor of Public Administration worth 120 credits and offered over a period of 4 years.
3. Bilkent University; Bachelor of Public Administration (credits not specified) and offered over 4 years.
4. MANCOSA (South Africa) Bachelor of Public Administration worth 360 credits and offered over 3 years.

The regional and international comparison shows that this qualification provides comparable competences, skills and knowledge with other qualifications. In view of the NCQF requirements operative in the SADC region the credit value of this qualification lies within the same range with other qualifications in the same domain with a minimum of 360 credits required of a bachelor's degree. The qualification compares relatively well with other

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regional and international qualifications in the same domain and at the same level. The qualification compares favourably in terms of its learning outcomes duration and core modules. However, duration and credit values differ with institutions.

Although the qualifications examined generally follow similar structures and standards, there are differences, though not significant, in that the developed qualification, Bachelor of Arts in Public Administration, will be offered in a four-year programme which includes both elements of industrial attachment and a research programme. On the contrary, the one offered by the University of South Africa is a three-year programme that does not include elements of research project and industrial attachment.

REVIEW PERIOD

This Qualification will be reviewed after every (5) years

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