BQA NCQF Qualification Template

SECTION A: QUALIFICATION DETAILS							

QUALIFICATION DEVELOPER	UNIVERSITY OF BOTSWANA

TITLE	BACHELOR OF ARTS IN PUBLIC ADMINISTRATION	NCQF LEVEL	7

FIELD	HUMANITIES AND SOCIAL SCIENCES	SUB-FIELD	Social and Behavioral Sciences	MINIMUM CREDIT VALUE	480

New Qualification		X	Review of Existing Qualification	

SUB-FRAMEWORK	General Education		TVET		Higher Education	X

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:

The Human Resource Development Council in Botswana (HRDC) has identified certain areas where there is shortage of skills in the country (HRDC, 2012). Some of the skills identified are in the social sciences and "other soft skills that cuts across such as supervisory skills, management skills, interpersonal skills, risk management skills, mentoring, counselling and coaching skills, policy formulations skills, communications skills, work ethics and integrity, document security skills, problem solving skills, conflict resolution skills" (HRDC, 2012:33). The Bachelor of Public Administration) is so diverse that upon graduation, graduates will have all or some of the skills identified by HRDC including supervisory, managerial, inter-personal policy formulation, communication and conflict resolution..

The Ministry of Education under the Tertiary Education Policy entitled "Towards a Knowledge Economy" also underscores the importance of developing "a holistic approach to developing the nation's human resource capacity" (Ministry of Education, Tertiary education Policy, 2008: 6). The World Bank (nd) policy note on "Botswana labour market signals on demand for skills" has also identified need for managers and supervisors in certain skills categories such as management, supervisory, communication, and conflict resolution and policy formulation. The Botswana Vision 2036 further recognises education and skills development as the basis for human resource development.

PURPOSE:

The Purpose of this qualification is to produce graduates with specialised knowledge, skills and competencies to:

- Collect, consolidate, analyse and interpret findings on various concepts of public administration.
- Develop strategies to help find solutions to a range of social issues at the local, national and international levels.
- Be functional managers at the middle management level in all sectors of the economy.

ENTRY REQUIREMENTS (including access and inclusion)

Minimum entry requirements:

- Certificate IV NCQF Level 4 (BGCSE) or equivalent.

- Access through recognition of Prior learning (RPL) and Credit Accumulation Transfer (CAT) in accordance with institutional RPL and CAT Policies and National Policies.

SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**
1.Identify and apply concepts, principles and processes of public administration in organizations.	1.1 Formulate and develop public sector policies and programs. 1.2 Develop guidelines on how to design and implement short and long-term plans for public sector organizations. 1.3 Draw and prepare clear departmental budgets to help implement public administration policies and programs. 1.4 Evaluate public policies and programmes to enhance their effectiveness.
2. Demonstrate the ability to improve public administration processes and principles in the workplace.	2.1 Be able to understand the processes of managing and supervising employees at the workplace. 2.2 Display professional behaviour under all situations when dealing with the implementation of public administration polices and programs for institutions and customers. 2.3 Demonstrate objectivity and transparency in implementation of public programmes and policy interventions.

	2.4 Conduct public administration work ethically.
3. Use specialized knowledge in public administration to enhance organizational effectiveness.	3.1 Develop public administration principles and values to address organizational challenges.
	3.2 Evaluate public administration principles and processes to address public administration problems.
	3.3 Effectively assess the functions of the public administration for improvement.
4.Apply critical thinking and analytical skills in solving public administration issues.	4.1 Apply critical thinking and analytical skills and values to solve issues in organizations.
	4.2 Evaluate public administration tools and techniques developed to solve public administration problems.
	4.3 Critically assess the functions of the public administration to provide appropriate solutions to challenges.
5. Conduct regular assessment of public administration structures and systems and apply knowledge to specialized areas such as public finance, local government, public policy etc.	5.1 Analyze public financial transactions to determine organizational financial position.
	5.2 Develop public policies and provide solutions to address problems in central and local government structures and systems.
	5.3 Demonstrate understanding of inter-face between local and central government.
	5.4 Evaluate public policy and write reports on emerging issues.
6. Apply knowledge and skills in people management, project planning and management, organizational development and public sector management.	6.1 Develop standard human resources techniques in dealing with employee's issues.
	6.2 Identify, select and recommend the best methods to be used in managing different public administration polices and projects.
	6.3 Develop people management methods applicable for use in organizational development.
	6.4 Conduct regular reviews of different processes, principles and sections of managing people at work.
7. Develop and communicate well-informed arguments through various mediums, including	7.1 Apply ICT skills to enhance access to public administration information online.

oral, written, virtual, and graphic and other communication tools.	7.2 Prepare concise reports that effectively communicate issues relating to public administration. 7.3 Use ICT and graphics to communicate solutions to problems affecting public administration systems, structures and institutions. 7.4 Use contemporary communication methods and media to effectively communicate solutions and identify emerging issues/trends in public administration.
8. Apply critical thinking methods and Develop appropriate processes of information gathering to effectively solve public administration problems.	8.1 Use specialized knowledge to design a research proposal to solicit for resources and support from various stakeholders including government, private sector, non-government and international organizations. 8.2 Apply quantitative and qualitative tools and methodologies in problem solving to support organizational decision making processes and systems.
9. Provide effective leadership in the organization	9.1 Use effective leadership styles to manage resources in an organization. 9.2 Employ effective strategies in leading individuals and teams in organizations. 9.3 Create effective teams by enabling them to carry out their duties and tasks independently. 9.4 Utilize leadership and managerial skills to manage and resolve organizational conflicts.

SECTION C					
QUALIFICATION STRUCTURE	**BASS: PUBLIC ADMINISTRATION**				
FUNDAMENTAL COMPONENT		*NCQF Level 5*	*NCQF Level 6*	*NCQF Level 7*	*Credits*
Subjects/Courses / Modules/Units	Computer Skills Fundamentals I	*12*			*12*
	Communication and Academic Literacy Skills I	*12*			12

	Communication and Academic Literacy Skills II	*12*			*12*
	Computer Skills Fundamentals II	*12*			*12*
CORE COMPONENT					
	Introduction to Public Administration		*12*		*12*
	Basic Microeconomics		*12*		*12*
	Introduction to Political Science		*12*		*12*
	Basic Statistics			*12*	*12*
	Basic Macroeconomics			*12*	*12*
	Institutions and Processes in Public Admin			*12*	*12*
	The Modern State			*12*	*12*
	Statistical Tools in Social Research			*12*	*12*
	Public Administration in Botswana			*12*	*12*
	Organization Theories			*12*	*12*
	Constitutional Law			*12*	*12*
	Basic Macro Economics for non-Majors			*12*	*12*
	Intermediate Micro-Economics			*12*	*12*
	Constitutional Law			*12*	*12*
	Intermediate Macro Economics for non-majors			*12*	*12*
	Concepts and Principles of Social Research			*12*	*12*
	Human Resources Management			*12*	*12*
	Local Government Management			*12*	*12*
	Public Policy Analysis			*12*	*12*
	Public Enterprise Management			*12*	*12*

	Human Resource Development			*12*	*12*
	Administrative Law			*12*	*12*
	Development Administration			*12*	*12*
	Government Budgeting			*12*	*12*
	Internship			*12*	*12*
	Contemporary Issues in Public Administration			12	*12*
	Ethics and Public Administration			12	*12*
	Public Financial Management			12	*12*
ELECTIVE/ OPTIONAL components	Industrial Relations			12	*12*
	International Political Economy			12	*12*
	Contemporary Africa			12	*12*
	Politics of Poverty in Southern Africa			12	*12*
	Political Sociology			12	*12*
	Environmental issues			12	*12*
	Natural Resource Management and Economics			12	*12*
	International Administration			12	*12*
	Seminar in Public Policy			12	*12*
	Local Government Finance			12	*12*
	Research Project in Public Administration			12	*12*
	Comparative Public Administration			*12*	*12*
	Leadership & Governance			*12*	*12*
	Sociology of Development			*12*	*12*
	International Administration			*12*	*12*

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	*Credit Value*
5	*48*
6	*36*
7	*396*
TOTAL CREDITS	*Minimum 480* *480*

Rules of Combination:

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

RULES OF COMBINATION:

1. For a graduate to complete a bachelor's degree in public administration they should have completed a minimum of 480 credits made of fundamentals (48 credits), core (336 credits) and elective (96 credits).

ASSESSMENT ARRANGEMENTS

1. Formative assessment

Formative assessment will account for 40% of the final grade.

2.Summative assessment

Summative assessment will account for 60% to the final grade.

MODERATION ARRANGEMENTS

there will be provision for moderation both internally and externally by BQA registered and accredited moderators.

RECOGNITION OF PRIOR LEARNING (if applicable)

Candidate may submit evidence of prior learning and current competencies and/or undergo appropriate forms of recognition of prior learning (RPL) assessment for the award of credits towards the qualification in accordance with applicable RPL policies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

1 LEARNING PATHWAYS

The Bachelor of Social Sciences in Public Administration qualification provides career-path articulation options leading to a variety of horizontal and vertical articulation as follows.

1.1 Horizontal Articulation
- Bachelor of Political Science
- Bachelor of Science in Statistics
- Bachelor of Social Sciences
- Bachelor of Arts in Population Studies
- Bachelor of Science in Population Studies
- Bachelor of Arts in Demography
- Bachelor of Arts in Sociology

1.2 Vertical Articulation

- Post-Graduate Diploma Statistics
- Honors degree: Statistics/ Actuarial Science
- Master's degree in Statistics/ Actuarial Science/ Analytics
- Master's degree in Economics
- Master's degree in Population Studies
- Master's degree in Political science and International Relations
- Master's degree in research and Public Policy
- Master's degree in Sociology

2 EMPLOYMENT PATHWAYS
1. Researcher
2. District Administration officer
3. Monitoring and evaluation officers
4. Social Impact Assessments officers
5. Community Development officers
6. General Administration
7. Prisons and Rehabilitation
8. Mining Security
9. Directorate on Corruption and Economic Crimes DCEC
10. Police officers
11. Crime investigation
12. Directorate of Security and Intelligence (DIS)
13. Military Intelligence

14. Journalism/Public Relations/Public Affairs
15. Advertising and marketing
16. Urban and Regional Planning
17. Guidance and Counseling
18. Cultural and Heritage Officials
19. banking
20. Teacher/lecturer
21. Cultural and Heritage Officials

QUALIFICATION AWARD AND CERTIFICATION

1 Minimum standards of achievement for the award of the qualification
A minimum of 480 credits should be attained in addition to satisfying all the qualifications requirements for the learners to be awarded a Bachelor of Arts in Public Administration.

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification compares with the following:
Similarities

- University of Mancosa's Bachelor of Public Administration produces graduates with conceptual understanding of the core principles of public Administration with the development of capabilities and skills to apply theoretical and domain knowledge to problems encountered in the public administration of public and private sector organizations. The courses from Mancosa have similar characteristics as those of the proposed qualification including the assessment strategies progression and employment pathways.

- University of Canberra's Bachelor of Public Administration (BPA) degree is a four-year course that is highly regarded programme providing undergraduate training for employees in the public sector and the non-government organisation (NGO) sectors. The course runs for four years. The core courses are generally of the same content and quality with minor differences noted.

Differences
- Minor differences are noted with the University of Canberra Bachelor of Public Administration qualification in terms of the optional courses.

REVIEW PERIOD

5 Years