

PUBLIC SECTOR MANAGEMENT COURSES

WE OFFER:

Short Learning Programmes
National Qualifications (N4 – N6)



Oxbridge
Academy ✓

effortless excellence in education

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education in Africa.

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WELCOME TO OXBRIDGE ACADEMY

WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

Do you want the right skills to:

- Pursue a rewarding career?
- Earn a promotion in your current job?
- Earn a better income?
- Secure a job that improves your quality of life?
- Start your own business?

With Oxbridge Academy's flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.



WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the **ideal option if you have a full-time job**, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

Some of the benefits of home study are that you:

- Study from home
- Study at your own pace
- Save money on travelling expenses
- Are able to work full-time while you study



ENTRY REQUIREMENTS

To study with Oxbridge Academy, you need to meet the following minimum entry requirements:

- You need to be at least 16 years old.
- You need to be able to read and write in English (as all the course material is in English).
- You need to be willing to study independently from home (with assistance from a tutor via email).

There are many courses that you can study even if you haven't completed Matric. For some courses, though, additional entry requirements apply. Please have a look at the course information pages in this brochure to see the full entry requirements for each course.

PUBLIC SECTOR MANAGEMENT COURSES



The Public Sector Management Courses at Oxbridge Academy are designed to prepare you for working in the local and provincial government sectors.

You will learn more about some or all of the following topics:

Public management and administration

Public law and governance

Public finance

Human resource management

Management communication

Computer practice

At Oxbridge Academy, you can choose from a variety of courses that have been developed to give you the knowledge and skills you need to work in the field of public sector management.

Courses are available in these categories:

Short learning programmes

National qualifications

SHORT LEARNING PROGRAMMES



These non-accredited skills courses are designed to introduce you to the field of advertising and marketing management, and to equip you with fundamental knowledge and skills in this field, without requiring you to write any exams.

- You will be assessed through **written assignments**, which you can submit via post, email, or via the Online Student Portal.
- You will not be required to write any exams.

These short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

[CLICK HERE TO FIND OUT MORE ABOUT SHORT LEARNING PROGRAMMES](#)

OXBRIDGE ACADEMY SKILLS CERTIFICATE: PRINCIPLES OF PUBLIC MANAGEMENT

This course equips you with essential skills in public management, and introduces you to relevant principles of law and governance. Studying this course may be a good option if you want to develop some of the skills that you need to work in public management, without having to write any exams.

COURSE CODE

CER4038-08

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Governance
Legal Principles
Public Management
Management Principles

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Principles of Public Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

OXBRIDGE ACADEMY SKILLS CERTIFICATE: MUNICIPAL MANAGEMENT (PUBLIC ADMINISTRATION)

This course equips you with basic knowledge and skills relating to public administration in the municipal sector. In this context, it also covers relevant legal principles and concepts of governance.

COURSE CODE

CER4037-09

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Governance
Management Principles
Public Management
Public Administration

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Municipal Management (Public Administration)** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

OXBRIDGE ACADEMY SKILLS CERTIFICATE: MUNICIPAL MANAGEMENT

This course covers the fundamental skills, concepts, and principles in municipal management, and gives special attention to municipal finance and municipal HR management. Studying this course may be a good option if you want to develop some of the skills that you need to work in a municipal administration or management role, or you want to learn more about municipal management without having to write any exams.

COURSE CODE

MM100-02

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Municipal Financial Management 101

Municipal Management 101

Public Sector Human Resources Management 101

Self Management 101

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Municipal Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

OXBRIDGE ACADEMY SKILLS CERTIFICATE: PUBLIC MANAGEMENT

This course covers the basic skills and concepts in public management, and gives special attention to public financial management and public HR management.

COURSE CODE

PBM100-02

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Public Financial Management 101

Public Management 101

Public Sector Human Resources Management 101

Self Management 101

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Public Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL QUALIFICATIONS (N4-N6)

N

The N4 – N6 courses are registered on the National Qualifications Framework (NQF). These formal qualifications are designed to prepare you for a career in business management, and are therefore focused on equipping you with the skills that you need to succeed in the workplace.



- You will be assessed through a combination of **written assignments and exams**.
- You will be able to write your exams at your nearest designated exam centre.
- The exam centres are situated all over South Africa.

N courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be admitted to write the national examination at an approved venue. Read our [N4-N6 Exam letter](#) for information on writing the exams.

Need assistance with gaining practical work experience?

We give support and advice to our N4 – N6 students who are busy with their National Qualifications and who want to apply for their National Diplomas at the end of their studies. While we focus on our N6 students, we also assist our N4 and N5 students by explaining the criteria so that if they do have an opportunity to gain practical work experience at an employer, they already have the necessary information regarding the requirements.

We also provide our N4 – N6 students with the necessary documentation to be able to apply for the 18 month work integrated learning programme at a suitable employer. This documentation includes: Guidelines to the student on how to apply for the National Diploma; Letter to the employer; Checklist per subject for the student and employer.

For students who are looking for work integrated learning opportunities, we also recommend having a look at the DHET's placement service: <https://webapps.dhet.gov.za/iWIL>.

NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT

This course equips you with the basic skills you need for a career in public administration and management. Core focus areas include: communication, computer practice, public administration, and management.

COURSE CODE

EN4038-041

DURATION

12 months

REQUIREMENTS

Matric with Accounting or Introductory Accounting N4

COURSE SUBJECTS

Management Communication N4

Public Administration N4

Entrepreneurship and Business Management N4

Introductory Computer Practice N4 / Computer Practice N4

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66875)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Public Management** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N5 PUBLIC MANAGEMENT

This course builds on the knowledge and skills you gained in the previous level, and introduces you to public finance and municipal administration.

COURSE CODE

EN5038-041

DURATION

12 months

REQUIREMENTS

N4 Public Management

COURSE SUBJECTS

Public Administration N5

Municipal Administration N5

Public Finance N5

Computer Practice N4 / Computer Practice N5

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66955)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Public Management** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N6 PUBLIC MANAGEMENT

This course builds on your existing public administration skills, introduces you to aspects of Public Law, and further prepares you for a career in public administration and management. This course can also lead to a National Diploma, which you can apply for once you have completed this course and gained 18 months of relevant practical experience.

COURSE CODE

EN6038-041

DURATION

12 months

REQUIREMENTS

N5 Public Management

COURSE SUBJECTS

Public Administration N6

Municipal Administration N6

Public Law N6

Computer Practice N5 / Computer Practice N6

STATUS

National Qualification accredited by the QCTO
(SAQA ID 67000)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Public Management** from the DHET. After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma** from the DHET.

FEES

Please contact us for course fees or visit our website:

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NATIONAL CERTIFICATE: N4 PUBLIC MANAGEMENT (ACCOUNTING)

This course gives you the building blocks you need for a career in public management or public finance administration. Core focus areas include: accounting, management communication, and administration. Studying this course may be a good option if you want to prepare for a finance-related career in the public sector.

COURSE CODE

EN4038-042

DURATION

12 months

REQUIREMENTS

Matric with Accounting OR Introductory Accounting N4

COURSE SUBJECTS

Management Communication N4

Public Administration N4

Financial Accounting N4

Introductory Computer Practice N4 / Computer Practice N4

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66875)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Public Management** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N5 PUBLIC MANAGEMENT (ACCOUNTING)

This course builds on the skills you learned in the previous level, and further prepares you for a career in public finance administration. It also introduces you to aspects of municipal administration. Studying this course may be a good option if you want to learn about public administration at various levels of government.

COURSE CODE

EN5038-042

DURATION

12 months

REQUIREMENTS

N4 Public Management

COURSE SUBJECTS

Public Administration N5

Municipal Administration N5

Entrepreneurship and Business Management N4

Public Finance N5

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66955)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Public Management** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N6 PUBLIC MANAGEMENT (ACCOUNTING)

This course builds on the knowledge and skills you gained in the previous levels, introduces you to aspects of Public Law, and further prepares you for a career in public finance administration. Studying this course may be a good option if you want to work towards a National N6 Diploma, which you can apply for once you have completed this course and gained 18 months of relevant practical experience.

COURSE CODE

EN6038-042

DURATION

12 months

REQUIREMENTS

N5 Public Management

COURSE SUBJECTS

Public Administration N6
Municipal Administration N6
Public Law N6
Public Finance N6

STATUS

National Qualification accredited by the QCTO
(SAQA ID 67000)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Public Management** from the DHET. After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N4 MANAGEMENT ASSISTANT (PUBLIC ADMINISTRATION)

This course equips you with valuable administrative skills in areas such as office administration, communication, and information processing within the public sector. Studying this course may be a good option if you want to work towards an administrative career in the public sector.

COURSE CODE

EN4099-042

DURATION

12 months

REQUIREMENTS

Matric or Introductory Certificate

COURSE SUBJECTS

Office Practice N4

Communication N4

Information Processing N4

Public Administration N4

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66876)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N4 Management Assistant** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N5 MANAGEMENT ASSISTANT (PUBLIC ADMINISTRATION)

This course builds on the knowledge and skills that you gained in the previous level, and further develops your knowledge and understanding of public administration.

COURSE CODE

EN5099-042

DURATION

12 months

REQUIREMENTS

N4 Management Assistant

COURSE SUBJECTS

Office Practice N5

Communication N5

Information Processing N5

Public Administration N5

STATUS

National Qualification accredited by the QCTO
(SAQA ID 66956)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Management Assistant** from the DHET.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

NATIONAL CERTIFICATE: N6 MANAGEMENT ASSISTANT (PUBLIC ADMINISTRATION)

This course builds on the knowledge and skills that you gained in the previous levels, introduces you to the subject of public relations, and prepares you for a career in public administration. Studying this course is a good option if you want to take your public administration skills to a higher level, and if you want to work towards a National N6 Diploma.

COURSE CODE

EN6099-042

DURATION

12 months

REQUIREMENTS

N5 Management Assistant

COURSE SUBJECTS

Office Practice N6

Public Relations N5

Information Processing N6

Public Administration N6

STATUS

National Qualification accredited by the QCTO
(SAQA ID 67001)

ASSESSMENT AND AWARD

- One exam per subject
- Three assignments per subject

Upon completion of this course, students will be awarded a **Certificate of Achievement: N6 Management Assistant** from the DHET. After students have completed this course, and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma** from the DHET.

FEES

Please contact us for course fees or visit our website:

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WHAT IS PUBLIC ADMINISTRATION?

Broadly speaking, public administration refers to the implementation of government policy, usually by civil servants in the executive branch of government. It involves managing the public service, as well as serving the public through government and non-profit organisations.

Some examples of the activities that form part of public administration include:

- Assisting members of the public and managing human resources
- Reviewing and implementing changes to public policies
- Overseeing budgets and reporting on public finances
- Liaising with various stakeholders, including private contractors and non-profit organisations.
- Performing various office administration duties as required.

WHAT IS LOCAL GOVERNMENT?

Local government courses focus on public administration at the local (or municipal) level of government. Therefore, when you study a local government course, you will be introduced to various topics surrounding municipal administration.

Local governments, or municipalities, obtain their powers through decentralisation from the central government, and are often made responsible for administration in relation to town planning, local health care, refuse collection, provision of recreational facilities, supply of water and electricity, and regulation of traffic. In South Africa, local governments may pass by-laws relating to the matters over which they have jurisdiction, provided that these by-laws do not conflict with the national or provincial laws and regulations.



WONDERING WHAT IT'S LIKE TO WORK IN THE PUBLIC SECTOR?

Careers in public management and public administration are multi-disciplinary in nature, and can be found in government departments, in parastatals, in non-profit organisations, in educational institutions, and even in some organisations within the private sector. Some of the areas of specialisation within the field of public management and administration include human resource management, contract administration, court administration, IT management, and public sector accounting.

Case study: Public Sector Accountant

Job Description:

Public sector accountants aim to improve the public service by providing accounting and other financial services to organisations within the public sector.



Duties:

- Prepare financial statements
- Compile financial reports
- Monitor cash flow
- Review budgets and allocate funds as required
- Manage financial systems
- Develop and implement internal controls
- Provide cost and risk management advice

WHAT SKILLS DO YOU NEED?

This will depend on the area of specialisation that you want to go into – for example: if you want to go into human resource management within the public sector, you will need to have relevant knowledge of HR practices, as well as communication skills, interpersonal skills, organisational skills, negotiation skills, and dispute resolution skills.

However, there are also some general skills and characteristics that will help you if you want to get ahead in the field of public administration or management:

- Written and verbal communication skills
- Problem solving skills
- Time management skills
- Sound knowledge of government processes
- Strong focus on service delivery
- Ability to work in a team
- Interpersonal skills
- Computer skills
- Numeracy skills
- Organisational skills
- Time management skills
- Diplomacy

WHAT CAREER OPPORTUNITIES ARE AVAILABLE?

The field of public administration, public finance and public management offers a wide range of career opportunities in the government sector, as well as in non-profit organisations and private businesses that enter into contracts with government.

Examples of career opportunities include:

- Account Manager
- Admin Officer/Assistant
- Budget Analyst
- Client Services Officer
- Community Development Manager
- Grant Writer
- Municipal Manager
- Policy Analyst
- Programme Manager
- Public Relations Officer
- Public Safety Inspector
- Public Sector Analyst
- Urban Planner
- Bid Administrator
- Case Manager
- Committee Secretary
- Communications Officer
- Contract Administrator
- Customs and Excise Officer
- Environmental Health Officer
- Executive Secretary
- Human Resource Administrator
- IT Manager
- Legal Administrator
- Policy Analyst
- Procurement Manager
- Risk Manager
- Tax Administrator

WHAT OUR STUDENTS HAVE TO SAY

”

“Once again, thank you for your assistance – you have really helped me. I’m even considering studying another course with Oxbridge Academy. I will continue to put Oxbridge on the map wherever I go.”

- Nomvula Chofu

[CLICK HERE TO READ MORE COMMENTS](#)

HOW DO YOU REGISTER FOR A COURSE?

Choose one of the options below:

- **Download** and complete the registration form, and send us your registration form and proof of payment via post or email:
- **Post:** PO Box 12723, Die Boord, 7613
- **Email:** registrar@oxbridgeacademy.edu.za

OR

- **Call** our Student Advisors on 021 1100 200 to register via telephone

OR

[CLICK HERE TO REGISTER ONLINE](#)

WHAT IS THE REGISTRATION FEE?

The registration fee represents an initial deposit, and contributes towards the activation of your course. Payment of the registration fee secures your Welcome Pack, which includes:

- Your personalised student card
- Your registration letter and information pack
- An outline of your payment plan
- A study programme
- Distance Learning Survival Guide

Note:

Your registration will only be complete once you have paid the registration fee and have undertaken to pay the balance of the course fees in monthly instalments. (You also have the option to pay your course fees in full up front.)

WHAT MAKES US DIFFERENT?

- We are committed to *'effortless excellence in education.'*
- We provide you with a free 'Distance Learning Survival Guide' when you register for your course.
- Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
- Our study material is specifically designed to meet your needs as a distance learning student.
- Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
- Our industry-expert tutors are highly qualified, and are available to provide you with academic support via email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

OUR VISION

To be recognised
as a leader in the
field of distance
education
and supported
learning
by clients,
regulatory bodies
and employees.





STUDY FIELDS AT OXBRIDGE ACADEMY

Advertising & Marketing Management

Assessor & Moderator

Bookkeeping & Accounting

Business Management

Childhood Development

Computer Studies

Contact Centre Operations

Engineering Studies

Events Management

Health And Wellness

Human Resource Management

Occupational Health & Safety (Ohs)

Project Management

Public Relations

Public Sector Management

Secretarial Studies

Supply Chain & Logistics

Technical Matric & Bridging

Tourism & Hospitality

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