

## Centre for Public Administration and Management (CePAM)

Accelerated Supervisory  
Development Programme (ASDP)  
2009  
Qualification Code: 76643



### CURRICULUM

The Short Learning Programme (SLP) consists of the following five (5) modules:

- DASD015: Basic Management Principles
- DASD026: Personnel Development and Communication
- DASD038: Human Resource Management
- DASD049: Workplace Management
- DASD05A: Public Financial Management for Non-Financial Managers

### ENROLMENT INFORMATION

- Please submit your registration form, a copy of your ID and a copy of your Senior Certificate, N4 or equivalent qualification in order to obtain a student number
- First registration period: 26 June to 17 July 2009
- Second registration period: December 2009 to January 2010

### DURATION

The duration is 6 months open distance learning. Students must register for all the modules.

### MINIMUM REQUIREMENTS FOR CERTIFICATION

The pass rate is 50% for each of the modules

### WHO SHOULD ENROL?

All local, provincial and central government sphere role-players, NGOs, CBOs, communities and other interested clients

### EVALUATION

- Two (2) compulsory assignments must be submitted for each module and counts 10% of the final mark
- One compulsory portfolio of evidence for each module to be submitted for assessment purposes which counts 90% of the final mark

### FEES

- Please note that you need your student number **BEFORE** you can deposit/transfer any fees.
- R1,200.00 for each module of which a minimum of R600.00 per module is payable upon registration. This amounts to R3,000.00 for 5 modules
- The balance of R3,000.00 must be settled before the end of the semester
- Total fees amounts to R6 000.00
- Payment modes are cash deposits at ABSA bank and/or Internet transfers
- For student registrations outside RSA:
  - ✓ In Africa, an additional fee of R330.00 per module will be payable
  - ✓ International students, an additional fee of R660.00 per module, will be payable
- Cancellation fee will amount to R600.00 per module
- Certificates will only be issued upon full settlement of outstanding accounts

**BANK PARTICULARS (Please note that you need your student number BEFORE you can deposit/transfer any fees)**

Bank : ABSA  
Account name : Unisa  
Account No. : 4048746711  
Branch code : 630345  
Account type : Cheque  
Deposit Ref : student number 3830X74764

**Example:**

0	0	0	0	0	0	0	0	0	0	3	8	3	0	x	7	4	7	6	4
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Fax a copy of the deposit slip to:  
Kobie Rossouw +27 11 471 3568

**IMPORTANT INFORMATION PERTAINING TO THIS PROGRAMME**

- Students must register for all the modules at the beginning of a semester
- Six (6) months open distance learning in which a student must complete two (2) compulsory assignments and one (1) compulsory portfolio of evidence for each module for assessment
- Candidates who successfully complete this programme will be awarded with a UNISA competency certificate
- All modules are outcomes-based to ensure maximisation of skills and application
- This programme is offered on NQF level 5 and carries 60 credits

**Contact Information:**

Contact any of the following persons for more information:

**Project Leader:**

- Ms Pholoso Seemela, Tel.: (012) 429-6286  
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**Administrative Officer:**

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**Lecturers:**

- Mr André Van Schalkwyk, Tel.: (012) 429-3772  
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- Ms Liza Van Jaarsveldt, Tel.: (012) 429-3771  
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- Dr Shepherd Malefane, Tel.: (012) 429-6084  
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**Head of the Centre:**

- Mr Alfred Matthews, Tel.: (011) 471-2357  
[amatthew@unisa.ac.za](mailto:amatthew@unisa.ac.za)



**Please complete the following to obtain a registration form and forward to:**

Ms Kobie Rossouw (Office No 402C), Centre for Public Administration and Management, Unisa, Private Bag X3030, FLORIDA 1710

**Fax: (011) 471-3568**

**Website: <http://www.unisa.ac.za/cepam>**

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