

# Centre for Public Administration and Management (CePAM)

in association with



## Programme in Disaster Management 2009

Qualification code: 72532



### PROGRAMME IN DISASTER MANAGEMENT

The Centre for Public Administration and Management in partnership with Disaster Management Solutions (DMS) offers a Programme in Disaster Management which consists of 8 modules. The content of the Programme is based on the National Disaster Management Framework and Disaster Management Act as well as international good practice.

#### COURSE OBJECTIVES

The principal aim of this course is to train individuals in public and private institutions in various issues relating to Disaster Management. Special emphasis is placed on the specific disaster profile of each region/province and issues relating to vulnerability and risk assessment, prevention, mitigation, preparedness, rehabilitation and reconstruction and relevant legislation.

#### WHO SHOULD ENROL?

The different certificates are tailor-made for people working in the field of disaster, risk and emergency management in either the Public (all spheres of government) or Private Sector such as:

- Disaster and risk managers
- Development officials
- Departmental line-functions
- Paramedics
- 107 Centre personnel
- Fire Department personnel
- Police officers
- Health officials
- Traffic and municipal security personnel
- Town Planners
- NGO's
- CBO's
- Private security and rescue companies
- Councillors

For those planning a career in risk and disaster management, there is no better starting point than the Programme in Disaster Management at UNISA's Centre for Public Administration and Management.

### CURRICULUM

The Programme consists of the following **eight (8)** modules:

#### MODULE ONE: INTRODUCTION TO DISASTER MANAGEMENT. DPDM01K

- Overview of Disaster Management
- Disasters & Development
- Disaster Preparedness
- History, Policy & Legislation

#### MODULE TWO: INSTITUTIONAL CAPACITY DPDM02L

- Policy, Direction, Planning and Funding
- Disaster Management Responsibilities
- Joint Consultation and Cooperation
- Disaster Management Centre
- Communication and Information Management

#### MODULE THREE: RISK ASSESSMENT AND MONITORING. DPDM03M

- Risk Assessment
- Risk Profile
- Risk Monitoring
- Dissemination of Information
- Quality Control

#### MODULE FOUR: RISK REDUCTION PLANNING AND IMPLEMENTATION. DPDM04N

- Planning
- Defining and prioritising projects
- Scoping and development of risk reduction plans, Projects and Programmes
- Integration into IDP's
- Implementing Projects

#### MODULE FIVE: OPERATIONAL RESPONSE AND RECOVERY. DPDM05P

- Preparedness and Early Warning System
- Disaster Assessment, Declaration Process and Mobilisations
- Disaster Response
- Disaster Recovery
- Reconstruction and Rehabilitation

## MODULE SIX: EDUCATION, TRAINING AND AWARENESS. DPDM06Q

- Disaster Awareness
- Non accredited Training and Education Programmes
- Accredited Education and Training Programmes
- Media Relationship Management
- Establishing Mechanisms for Research, Information Provision and an Advisory Service

## MODULE SEVEN: MONITORING EVALUATION AND IMPROVEMENT. DPDM07R

- Performance Audits, Self-Assessments and Peer Reviews
- Monitoring of Incidents and Significant Events
- Exercises and Drills
- Annual Reporting and Report Writing
- Maintenance and Improvement

## MODULE EIGHT: MANAGEMENT. DPDM08S

- Programme and Project Management
- Financial Management

### 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 OF COURSE

The duration of the programme is 12 months open distance learning.

### MINIMUM REQUIREMENTS FOR CERTIFICATION

The pass rate is 50% for each of the modules.

## EVALUATION

- Two (2) compulsory assignments for each module must be submitted and count 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

## STRUCTURE AND TRAINING APPROACH

There are no examinations for this course. Students need to submit two (2) compulsory assignments per module. A pass mark of 50% is required for each module. Students also need to submit a compulsory portfolio of evidence per module for which a pass mark of 50% is required before a competency certificate can be awarded.

Every available instruction method is employed to present learners with a value adding training programme:

- An adult learning environment
- Contact sessions
- Practice and skills orientation
- Sound academic grounding
- Acknowledgement of existing competencies
- Innovative presentation techniques
- Ongoing evaluation and time-constrained evaluation
- Assignments and portfolio of evidence
- Self study

## FEES

- Please note that you need your student number **BEFORE** you can deposit/transfer any fees.
- Each Module cost R1 750.00 which amounts to R7000.00 for 4 modules.
- A minimum of R1000.00 per module is required upon registration (R4000.00 for 4 modules)
- The balance of R750.00 per module (R3000.00) must be settled before the end of the semester.
- Total fees for the 8 modules amounts to R14,000.00
- Payment modes are cash deposits at ABSA bank and/or Internet transfers

- Cancellation fee will amount to R1000.00 per module
- 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
- 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:**

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**Fax a copy of the deposit slip to:**

Suzan Mothibi +27 11 471 3568

### CONTACT INFORMATION:

Contact any of the following persons for more information:

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[pimentee@unisa.ac.za](mailto:pimentee@unisa.ac.za)

### WEBSITE

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

