

PROFESSIONAL DIPLOMA IN PUBLIC SECTOR MANAGEMENT

DESCRIPTION

This program is designed for individuals who work in government ministries or agencies with a desire to develop their skills and competencies in public sector management. These are individuals who may have a few years of work experience or those that hold positions in middle and senior level management. The programme gives them an opportunity to not only attain a formal qualification but acquire relevant knowledge and competencies in public sector management. The programme is also well placed for graduates to pursue further studies at University level.

CAREER ADVANCEMENT

Job roles and titles vary across different industry sectors. Possible career advancement relevant to this qualification includes but not limited to:

- Policy Support staff
- Public service team leaders
- Directors & Managers
- Policy Analysts
- Principal Administrators
- Programme & Project Managers
- Local Government Administrators

LENGTH OF PROGRAMME

Full Time	1 year
Part Time	1 and half years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme a person shall have:

- i. Be at least 18 years and have a minimum pass in year 12/Form 6 with English; and
- ii. Have at least Two years' work experience in the public sector; or
- iii. Meet the University's mature admission criteria.

COURSE INFORMATION

This programme has a total of 6 courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CEPSM61	Public Administration and The Role of Government	Offered on Cohort basis	Blended	All Campuses	\$675
CEPSM62	Public Policy Analysis and Implementation	Offered on Cohort basis	Blended	All Campuses	\$675
CEPSM63	Public Service Ethics and Decision-Making	Offered on Cohort basis	Blended	All Campuses	\$675
CEPSM64	Managing Public Service Delivery	Offered on Cohort basis	Blended	All Campuses	\$675
CEB64	Business Communication	Offered on Cohort basis	Blended	All Campuses	\$675
CEB66	Managing Projects	Offered on Cohort basis	Blended	All Campuses	\$675

ASSESSMENT

Assessment varies with each course which may include observations, question and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credit if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals, these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, counselling Programmes, ITS Labs, email access, learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

Phone: 3231223/3231224/3231870

Email: pacifictafe@usp.ac.fj

Website: www.usp.ac.fj/pacifictafe