SPECTRUM
ADVANCED LEARNING

Career Pathways pathway · Ages 15–18

Career Pathway: Public Administration and Civil Services

How government works, how policy is made and delivered, and the skills of a public servant.

About the programme

Six months for students aged 15–18 interested in government and the civil service: the state and the constitution, public policy, public finance, public management and e-governance, ethics and accountability, and the writing and interview skills public service demands, ending in a policy brief and a placement in the public sector.

Highlights

- **Module 1: How the state works.** The constitution, separation of powers, and federal, provincial and local government.
- **Module 2: The policy cycle.** Agenda setting, analysis, choosing options, implementation and evaluation.
- **Module 3: Public finance.** Budgets, taxation, public spending, audit and value for money.
- **Module 4: Public management.** Organisations, leadership, service delivery and e-governance.
- **Module 5: Ethics and accountability.** Administrative law, conflicts of interest, transparency and the right to information.

LENGTH
6 months, three days a week

CLASSES
4.5 months, at the centre or online

PLACEMENT
1.5 months

START POINT
Free diagnostic and consultation

Book a free diagnostic

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Catch up. Keep up. Get ahead.

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