

GROWTH MANAGEMENT  
CONSULTING

● OUR LEGACY

**NATIONAL DIPLOMA: PUBLIC FINANCE MANAGEMENT  
AND ADMINISTRATION**

**ID 49554 LEVEL 5 – 260 CREDITS**

**LEARNER WORKBOOK**

**SAQA: 119332**

**MANAGE AND DEVELOP ONESELF IN THE PUBLIC SECTOR  
WORK ENVIRONMENT**

## Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	
Unit/Dept:	
Facilitator Name:	
Date Started:	
Date of Completion:	

### Copyright

All rights reserved. The copyright of this document, its previous editions and any annexures thereto, is protected and expressly reserved. No part of this document may be reproduced, stored in a retrievable system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior permission.

## OVERVIEW

<b>About the Learner Workbook</b>	<p>This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the <b>MANAGE AND DEVELOP ONESELF IN THE PUBLIC SECTOR WORK ENVIRONMENT</b> module.</p> <p>It forms part of a series of Learner Workbooks that have been developed for <b>NATIONAL DIPLOMA: PUBLIC FINANCE MANAGEMENT AND ADMINISTRATION AT NQF LEVEL 5, WORTH 260 CREDITS.</b></p>		
<b>Purpose</b>	<p>The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:</p>		
<b>US No</b>	<b>US Title</b>	<b>Level</b>	<b>Credits</b>
119332	<b>MANAGE AND DEVELOP ONESELF IN THE PUBLIC SECTOR WORK ENVIRONMENT</b>	5	10
<b>Context</b>	<p>This assessment represents the Formative Assessment component of the <b>MANAGE AND DEVELOP ONESELF IN THE PUBLIC SECTOR WORK ENVIRONMENT</b> module, for <b>NATIONAL DIPLOMA: PUBLIC FINANCE MANAGEMENT AND ADMINISTRATION AT NQF LEVEL 5, WORTH 260 CREDITS.</b>and should be completed in the classroom/training room.</p>		
<b>Resources</b>	<p>The following are resources needed for this assessment:</p> <ol style="list-style-type: none"> <li>1. Learner Guide; and</li> <li>2. Assessment Preparation.</li> </ol>		
<b>Instructions to Facilitators</b>	<p>Facilitators will be required to:</p> <ul style="list-style-type: none"> <li>• Explain the completion of the workbook to each learner; and</li> <li>• Interview the learner on similar questions, should he/she not be able to write.</li> </ul>		

<b>Instructions to Learners</b>	Learners will be required to: <ul style="list-style-type: none"> <li>• Complete the workbook as per the instructions;</li> <li>• Ensure that all questions are completed;</li> <li>• Ensure that the completion of the workbook is their own work;</li> <li>• Ensure that all annexure are attached to the workbook and clearly referred to;</li> </ul>
<b>Assessment Time</b>	Learners are required to complete this assessment within the allocated time frame of.... hours.
<b>Total Mark</b>	This formative assessment carries a total mark of _ <b>points</b> . In order to meet the pass mark, learners are required to achieve a minimum of <b>80%</b> of the total marks.
<b>Equipment</b>	Learners are required to have the following equipment in order to complete this workbook: <ul style="list-style-type: none"> <li>• Pen and Pencil;</li> <li>• Ruler; and</li> <li>• Exam Pad – for additional paper.</li> </ul>

## GENERAL INFORMATION

LEARNER DETAILS		
<b>Learner Full Names</b>		
<b>Learner ID No.:</b>		
<b>Organisation:</b>		
<b>Unit/Dept:</b>		
<b>Contact Details:</b>	<b>Telephone /Cell Numbers:</b>	<b>Email Address:</b>
WORKSHOP DETAILS		
<b>Workshop Venue:</b>		
<b>Facilitator Name:</b>		
<b>Date Started:</b>		
<b>Date Completed:</b>		

## ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for the <b>Manage and develops oneself in the public sector work environment</b> module.			
Your assessment evidence for the <b>Manage and develop oneself in the public sector work environment</b> module needs to be submitted on..... (Day) of..... (Month)..... (Year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the			

<p>methods to be used for this assessment:</p> <ol style="list-style-type: none"> <li>1. ....</li> <li>2. ....</li> </ol>			
<p>To be declared competent on <b>Manage and develop oneself in the public sector work environment</b> module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.</p>			
<p>You will be provided with detailed feedback on your performance of this assessment as follows:</p> <ol style="list-style-type: none"> <li>1. Written Feedback</li> <li>2. Verbal Feedback</li> </ol>			
<p>Should you be declared "not yet competent" on this assessment, you will be entitled for re-assessment opportunity/ies.</p>			
<p>You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.</p>			
<p>You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.</p>			
<p>You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.</p>			
<p>Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.</p>			

<b>Learner's Declaration</b>			
<p>I.....herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.</p>			
<b>Learner Signature:</b>	<b>Date:</b>	<b>Facilitator Signature:</b>	<b>Date:</b>

# Learning Unit 1 **Manage and develop oneself in the public sector work environment**

<b>UNIT STANDARD NUMBER</b>	:	119332
<b>LEVEL ON THE NQF</b>	:	5
<b>CREDITS</b>	:	10
<b>FIELD</b>	:	Business, Commerce and Management Studies
<b>SUB FIELD</b>	:	Public Administration

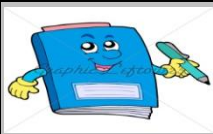
<b>PURPOSE:</b>	<p>Learners working towards this standard will be working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to one's job. This standard will also add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.</p> <p>The qualifying learner is capable of:</p> <ul style="list-style-type: none"> <li>• Demonstrating insight into emotional intelligence in personal development</li> <li>• Managing work relationships within the Public Sector environment</li> <li>• Demonstrating an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations</li> <li>• Identifying and applying the skills and knowledge required for the development of a career path</li> </ul>
<b>LEARNING ASSUMED TO BE IN PLACE:</b>	
Learners accessing this Unit Standard must be in possession of a Further Education and Training Certificate or equivalent qualification.	

## SESSION 1.

### Demonstrate insight into emotional intelligence in personal development.

#### Learning Outcomes

- A personality assessment is conducted with a view of dealing with the behaviour of individuals and groups.
- From personality assessment, self-awareness and the evaluation of own behaviour in authentic situations is identified and suitable strategies and techniques are adopted to manage own behaviour in authentic work situations.
- The knowledge of own interpersonal behaviour, and work adjustment and maladjustment is applied in dealing with colleagues in the workplace.
- Mentoring relations are established and counseling/coaching sessions are undertaken to address any problem areas identified self-assessment.



#### Activities

Complete the following questions as per instructions provided

Activity	Questions Description	Mark
1	Describe how a personality assessment can be conducted with a view of dealing with the behaviour of individuals.	8

---

---

---

---

---













---

---

---

---

---

---

---

---

---

---

**SESSION 3.**

**DEMONSTRATE AN UNDERSTANDING OF STRESS IN ORDER TO APPLY STRATEGIES TO ACHIEVE OPTIMAL STRESS LEVELS IN PERSONAL AND WORK SITUATIONS.**

**LEARNING OUTCOMES**

- The causes of stress in work and personal situations are discussed and strategies for managing stress are identified.
- Stress is categorised according to positive and negative stressors and an indication given on how to reduce the impact of negative stress and capitalise on positive stress.
- The interrelationship between the stressors identified is discussed and strategies identified for maintaining balance.
- Typical reactions to stress are identified and proactive and reactive stress management strategies are conceptualised and applied.
- A stress management plan is designed to maximize optimal stress levels in order to reduce negative stress in personal life and work situations.

<b>Activity</b>	<b>Questions Description</b>	<b>Mark</b>
<b>8</b>	Discuss the causes of stress in work and personal situations; which strategies would you recommend in different scenarios.	10

---

---

---

---

---

---

---

---

---

---





**SESSION 4.**

**Identify and apply the skills and knowledge required for the development of a career path.**

**Learning Outcomes**

- A personal development plan is developed and ways of realising it are demonstrated.
- Motivating and demotivating factors are identified to determine personal career drivers and limitations.
- The skills and knowledge required for the development of the identified career path are identified and skills programmes undertaken accordingly.
- Early career dilemmas and experiences are explained with reference to their influence on adjustment to the workplace and later career success and ways to minimise obstacles for the successful achievement of development plan are identified and implemented.
- Appropriate resources within the public sector context are utilised to enhance personal development plan.
- Mechanisms for obtaining feedback on current levels of competence and personal growth are identified and implemented.

<b>Activity</b>	<b>Questions Description</b>	<b>Mark</b>
<b>12</b>	Develop a personal development plan with ways/ strategies of realizing them.	15

---

---

---

---

---

---

---

---

---

---



---



---



---



---



---



---



---



---



---



---

**SELF-ASSESSMENT**

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

- 1. Not able to comply
- 2. Reasonable compliance (Not acceptable for final evaluation)
- 3. Able to comply fully

LEARNING OUTCOMES		1	2	3
1	Training and development plans are compiled according to related legislation and public sector policies and procedures.			
2	Appropriate providers are sourced, evaluated and appointed for external training requirements and schedules for such training programmes are drawn up.			
3	Internal trainers are sourced for internal training requirements and schedules for training programmes drawn up.			
4	Assessment policies relating to training and development interventions are adhered to and trainee is briefed in accordance with legislative practices and public sector policies and procedures relating to assessment.			
5	Training and development is monitored and evaluated on an ongoing basis to ensure skills transfer back at the workplace.			



<b>LEARNER FEEDBACK &amp; COMMENTS</b>
--

--

<b>DECLARATION BY LEARNER</b>
-------------------------------

<p>I, .....declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.</p>
--

<b>Learner</b>	<b>Facilitator</b>
<b>Date</b>	<b>Date</b>

<b>DECLARATION BY THE ASSESSOR</b>
------------------------------------

<p>I ..... (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.</p>
---

<b>Assessor</b>	<b>Moderator</b>
<b>Date</b>	<b>Date</b>