



**palama**

Public Administration Leadership  
and Management Academy  
REPUBLIC OF SOUTH AFRICA

# Presidential Strategic Leadership Development Portfolio (PSLDP)

## Executive Development Programme (EDP)

### Application for admission into the EDP

*This document should be completed in conjunction with the entry requirements of the different options of the EDP. Please refer to the Executive Development Programme (EDP) information on the website: [www.palama.gov.za](http://www.palama.gov.za).*

*The applicant will be required to enter into a Learner Contract (refer to website)*

All the information contained in this document is STRICTLY CONFIDENTIAL.



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Public Administration Leadership  
and Management Academy  
**REPUBLIC OF SOUTH AFRICA**

Confidential

Dear **Executive Development Programme** (EDP) applicant

Just ahead of you, lies a unique executive development experience. A possibility of attending one of the Public Administration Leadership and Management Academy's newly researched, carefully designed leadership programmes.

The Executive Development Programme (EDP), as part of the Presidential Strategic Leadership Development Portfolio (PSLDP), aims to enhance your knowledge and skills as a member of the Senior Management Services (SMS) to enable you to do what you have to do better to achieve the objectives of government. It will also improve your ability to effectively and efficiently work towards creating a better life for all our citizens.

It is my wish that you will approach this programme with commitment and enthusiasm, thus enabling you to improve the service that you and your Department provide to the citizens of South Africa. This will ensure that we meet our *Batho Pele* mandates and contribute to building a developmental state.

We look forward to seeing you in our classrooms all over the country.

With warm regards,

**Prof A Mc Lennan**

**Deputy Director-General: Executive Development Branch**

**Palama**

**Provisional Learner number:**

(The learner number will only be activated once the application has received approval and the required documentation, e.g. Booking forms have been received by Palama)

**A. Personal details**

<b>Initials:</b>						
<b>Surname:</b>						
<b>Title:</b> (Prof., Dr., Ms., Mrs., Mr. / Other)						
<b>(Please complete:</b> Required according to the Employment Equity Act, Act 55 of 1998)	<b>Female</b>	<b>Male</b>	<b>Black</b>	<b>White</b>	<b>Coloured</b>	<b>Asian</b>
	<b>Disability:</b>					
<b>ID number:</b>						
<b>Date of application:</b>						

**B. Official details**

<b>Persal number:</b>		
<b>Department:</b> (Indicate National, Provincial or Local Government)		
<b>Unit:</b>		
<b>Description and level of rank within the public sector SMS band:</b> (i.e. Director, Chief Director, Deputy Director-General, etc.)	<p><i>(Example: Deputy Director-General: Organisational Development and Training Services, Level 15)</i></p> <p><i>(If the learner is not part of the SMS band within the public sector, the application should be accompanied by a written nomination from the head of the organisation that the individual has been earmarked for "fast-tracking" and should attend the Executive Development Programme (EDP). Another example could be cited as that the individual has been identified to attend the Sustainable Pools Programme.)</i></p>	
<b>Official contact detail:</b>	Tel:	
	Fax:	
	Cell:	
	e-mail:	
	Physical Address:	
	Postal Address:	
<b>Laptop and 3G card</b>	Do you have access to a laptop and 3G card for the duration of the contact sessions? Equipment do not have to be allocated to you permanently	
	<b>Yes:</b>	<b>No:</b>

<b>Office Manager contact detail:</b>	Tel:	
	Fax:	
	Cell:	
<b>Direct Line Manager:</b>	Tel:	
	Fax:	
	Cell:	
<b>Has the applicant been subjected to a proficiency level competency assessment related to the 11 SMS Competency Profile within the public sector?</b>	<b>Yes:</b> <b>Year:</b> <b>Service Provider:</b>	<b>No:</b>

**C. Academic qualifications**

<b>Year obtained:</b>	<b>Academic qualifications:</b>	<b>Institution:</b>

**D. Number of years in position**

_____ years
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**E. Proposal for identification of a unique, strategic organisational challenge**

*(Each applicant should identify and state a **unique organisational challenge** within her/his department that requires distinct **strategic solutions**. Once approved, this particular challenge will form the central theme around which the individual will develop all portfolios of evidence supportive of the modules that the individual has identified for attendance:*



**Option B: Postgraduate Certificate in Executive Leadership: (6 Core modules)**  
**(Please refer to the entry requirements on the website: [www.palama.gov.za](http://www.palama.gov.za))**

The applicant wishes to obtain the **Certificate in Executive Leadership** by completing the 6 Core Modules of the EDP. The applicant is required to attend all 6 Core Modules of the EDP, adhere to the various stipulated requirements, i.e. submit Portfolios of Evidence on the attended modules and be declared competent in those specific modules.

Yes:
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The Core Modules are:

No	Module (Core)
1.	Strategic Human Resource Management
2.	Financial Management and Budgeting
3.	Strategic Planning and Management
4.	Policy Formulation and Implementation
5.	Leadership for Good Governance
6.	Project and Programme Management

**Option C: Admission to a Masters in Public Administration (6 Core Modules, 4 Elective Modules and a mini dissertation)**  
**(Please refer to the entry requirements on the website: [www.palama.gov.za](http://www.palama.gov.za))**

The applicant wishes to proceed to a Masters in Public Administration by attending all 10 modules of the EDP, adhere to the various stipulated requirements, i.e. submit all Portfolios of Evidence, declared competent in all modules. Please note that admission into a Masters is not automatic and will depend on the admission criteria of each institution. Applicant will apply for admission into the Masters programme through the Lead Institution of the Consortium. After admission into the Masters programme, the applicant will be required to submit a mini dissertation in order to receive a full Masters degree in Public Administration, accredited by Institution.

Yes:
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The 10 modules are:

No	Module (Core)
1.	Strategic Human Resource Management
2.	Financial Management and Budgeting
3.	Strategic Planning and Management
4.	Policy Formulation and Implementation
5.	Leadership for Good Governance
6.	Project and Programme Management
No	Module (Electives)
7.	Research Methodologies for Senior Managers
8.	Leading Change
9.	Communication and Customer Focussed Strategies
10.	South African Economy in a Global Context

Mini dissertation (*I intend to submit my mini dissertation towards receiving a full Masters degree*).  
**NB. If you wish to obtain a full Masters degree, successful completion of all 10 modules is compulsory.**

THE APPLICANT WILL BE REQUIRED TO ENTER INTO A LEARNER CONTRACT (Please refer to the website for more information [www.palama.gov.za](http://www.palama.gov.za))

\_\_\_\_\_  
**Signature: Applicant**

**Rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXECUTIVE APPROVAL:**

The applicant's Head of Department, Direct Manager and Head of Human Resources acknowledges that the applicant will be allowed to attend the pre-scheduled contact session of each module and create an environment in which the applicant will be allowed to implement the newly acquired skills, competencies and knowledge.

\_\_\_\_\_  
**Signature: Direct Line Manager**

**Rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature: Signature: Head of Human Resources**

**Rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Funds available:**

 Yes No

\_\_\_\_\_  
**Signature: Chief Financial Officer**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature: Head of Department**

**Date:** \_\_\_\_\_

**YOUR APPLICATION SHOULD BE ACCOMPANIED BY CERTIFIED COPIES OF YOUR:**

1. ID Document
2. Highest qualification

**PLEASE FAX THE COMPLETED AND SIGNED FORM TO:**

**ED Contact Centre**

Fax to e-mail: 086 6274 085

E-mail: [ED.Admin@palama.gov.za](mailto:ED.Admin@palama.gov.za)

Tel: +27 12 441 6618 / 6622