

Tutorial Letter 101/3/2018

PUBLIC POLICY

PUB3703

Semesters 1 and 2

**DEPARTMENT OF PUBLIC ADMINISTRATION
AND MANAGEMENT**

This tutorial letter contains important information
about your module.

BARCODE

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Dear Student

1 INTRODUCTION

Welcome to the University of South Africa and in particular to the module **Public Policy**. By completing this module, you will acquire the essential background knowledge required for an exciting and challenging career. This tutorial letter will help you with your studies and should therefore be studied in detail. It contains all the relevant information about this module and general information about your studies. Once more, make sure that you read this tutorial letter carefully – it will be to your advantage.

Getting started...

Because this is an online module, you need to go online to access your study material and to read about the requirements of the module. Go to the website <https://my.unisa.ac.za> and log in with your student number and password. As a student enrolled for the first semester, you will see **PUB3703-18-S1** in the row of modules in the orange blocks across the top of the webpage. As a second semester student, you will see **PUB3703-18-S2**. Remember to check in the **More sites** tab if you cannot find the module code in the orange blocks. Click on the module you want to open.

In addition, you will receive this tutorial letter and a printed copy of the online study material for your module. While the printed material may appear to be different from the online study material, these are the same and have been copied from *myUnisa*: <https://my.unisa.ac.za>.

We trust that you will benefit from everything that this module has to offer.

2 PURPOSE AND OUTCOMES

2.1 Purpose

The **purpose** of this module is to make available to you systematic and fundamental knowledge in the field of public policy, more particularly within the South African context.

In addition, the module is intended to help public managers increase their capacity to respond creatively to the policy-making challenges of the new millennium. We hope that the module content will work at the following four levels:

- At a personal level: to help you to develop a more creative attitude within yourself and encourage a more investigative mind in those around you
- At a governmental level: to provide a broad range of problem solving methods to assist imaginative and effective thinking on a more holistic level
- At a public sector (institutional) level: to explore a wide range of perspectives designed to help you to solve the challenging operational issues in the policy-making field

- At the departmental level: to facilitate a practical approach that will equip you with the ability to manage key public policy-making issues such as the policy agenda, policy formulation, policy implementation and policy evaluation.

2.2 Outcomes

A range of tasks in study guides, tutorial letters, assignments and examinations will show that students have achieved the following outcomes. The following learning outcomes and assessment criteria are applicable to this module:

Learning outcome 1

Students are able to define the concept of public policy and explain the nature of public policy.

Assessment criteria

Create and implement learning opportunities and learning activities by means of a summative assessment to enable students to:

- Define key concepts such as public policy and policy analysis;
- Identify the fundamentals of policy-making;
- Explain the complexity of public policy-making; and
- Explain which approaches can facilitate and support the complexity of public policy-making.

Learning outcome 2

Students are able to explain and analyse the components of the process of policy-making.

Assessment criteria

Create and implement learning opportunities and learning activities by means of a summative assessment to enable students to:

- Indicate how problems that lead to public policy are identified and defined;
- Explain what does the formulation of public policy involve;
- Indicate what should be taken into account to ensure the application and implementation of public policy; and
- Explain what is needed to determine whether public policy has had the desired effect.

3 LECTURER AND CONTACT DETAILS

3.1 Lecturer

Module Leader: Prof M van Heerden

E-mail: vheerm@unisa.ac.za

Tel: (012) 429 6749/ +27 12 429 6749

Office: Room 4-107, AJH van der Walt Building, Muckleneuk Campus, Pretoria.

N/B: Always have your student number and module code ready when you contact the university.

LECTURER AVAILABILITY

The lecturer for this module will be available to take phone calls on academic matters and/or to attend to students who may prefer to visit personally for academic engagement. However, the days and times of lecturer's availability will be communicated in the module page on MyUnisa. These days and times are subject to change from time to time in order to accommodate the lecturer's work schedule and other commitments. The changes on the days and times will be communicated by the lecturer in advance through the announcement option on MyUnisa as and when this happens. Students are advised to check the module page on MyUnisa before making phone calls or visiting the lecturer's office for academic enquiries/engagements.

3.2 Department

Department of Public Administration and Management
Secretary: Ms S Sapula
Tel: 012 429 3785

3.3 University

Calls – RSA only:	086 167 0411
International calls:	+ 27 11 670 9000
Fax:	012 429 4150/+27 12 429 4150
E-mail:	study-info@unisa.ac.za

University of South Africa

Postal address: University of South Africa; P O Box 392; UNISA, 0003.

Physical address: University of South Africa, Preller Street, Muckleneuk, Pretoria, 0001

To contact the University, you should follow the instructions in the *myStudies@Unisa* brochure. Remember to have your student number available when you contact the University.

The first points of contact for enquiries about administrative support are the following:

DESCRIPTION OF ENQUIRY	SMS NUMBER	E-MAIL ADDRESS
Applications and registrations	43578	study-info@unisa.ac.za
Assignments	43584	assign@unisa.ac.za
Examinations	43584	exam@unisa.ac.za
Study material	43579	despatch@unisa.ac.za
Student accounts	31954	finan@unisa.ac.za
<i>myUnisa</i>	43582	myUnisaHelp@unisa.ac.za

DESCRIPTION OF ENQUIRY	SMS NUMBER	E-MAIL ADDRESS
myLife e-mail	43582	myLifeHelp@unisa.ac.za
Book request (Library)	AirPAC	vospresc@unisa.ac.za

4 RESOURCES

4.1 Prescribed book

The following book is prescribed for this module:

Anderson, JE. 2015. *Public Policymaking*. 8th edition. Cengage Learning: USA.

Please consult the list of official booksellers and their addresses in My Studies @ Unisa.

Enquiries regarding any problems with the provision of prescribed books should be directed to the following e-mail address:

vospresc@unisa.ac.za

4.2 Recommended books

The recommended book list for PUB3703 for 2018 is:

First Author	Year	Title	Edition	Publisher	ISBN
Wissink, H	2015	<i>Implementing public policy</i>	1st	Van Schaik	9780627032837
Cloete, F	2011	<i>Improving public policy</i>	3rd	Van Schaik	9780627028113

4.3 Electronic reserves (e-reserves)

A list of periodical articles has been placed on E-reserves to assist you in the preparation of your assignments. They can be downloaded from the library's catalogue at <http://oasis.unisa.ac.za>. Under search options, click on Course code search and type in your module code, e.g. PUB3703. Click on the Electronic reserves for the current year. The articles are available in PDF format.

Postal request: Journal articles may also be requested by completing an article request card for each item. These should be posted or faxed to +27 12 4298128.

Telephonic requests can be done at +27 12 429 3133/3134. Each title has been allocated a request number which must be kept ready for use. Request by phone are done only at the Main Library in Pretoria between 07:45 and 20:00 weekdays and between 8:00 and 16:00 Saturdays.

The list of the E-reserves material appears below:

Brynard, PA. Civic engagement and public policy implementation: the child support grant. *Journal of Public Administration*. Vol. 44(2), 2009. p. 312-326.

Brynard, PA. Policy implementation. Is learning a myth or an imperative. *Administratio Publica*. Vol. 17(4), 2009. p. 13-27.

4.4 Library services and resources information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The library has compiled a number of library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in doing research – http://libguides.unisa.ac.za/Research_Skills
- how to contact the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

5 STUDENT SUPPORT SERVICES

This module is taught online – this means that all your study material and learning activities are therefore designed to be online, on *myUnisa*.

myUnisa tools

The purpose of *myUnisa* is to support your learning, more specifically in the online environment. If you make a regular habit of checking your module webpage, you can take full advantage of the following features:

- The **Official study material** tool, where you will find PDF files for your tutorial letters and your study guide, if available. Any other documents provided by your lecturer will be available in the **Additional resources** tool.
- Look in the **Prescribed books** tool to see if there are prescribed texts for this module.
- The **Discussion Forums** tool includes *General subject-related discussions* where you can talk to your fellow students about the course. The lecturers may include other topics and forums for you.
- The **Schedule** tool will show you your official assignment and examination dates.

Other things you might find on your module webpage, include the following:

- **Announcements:** Your lecturer may use the **Announcements** tool to inform you about important course-related issues. When a lecturer puts an announcement on the website, you may also receive an e-mail reminding you to check the website.

- **Learning units:** Valuable information about the structure of the course is added under **Learning units**.
- **Glossary.** For additional support we provide you with a glossary of the key concepts and terms used in this module.
- **FAQs:** Frequently asked questions that relate to the content of the course as well as the scope of the examination, have been added. You will find the frequently asked questions under **FAQs**.
- **Assignments:** Your submitted assignments are routed to your lecturer who will mark it. You may be given a form to fill in or asked to type a document, depending on the assignment.

We hope that you will take full advantage of these additional features to make your studies more exciting and successful.

The following student support services are offered by the University and the Department, respectively.

5.1 Tutorials

Unisa offers student support services (tutorials) for students as additional academic support at the various regional learning centres of the University throughout the country, **but not necessarily in all modules**. A tutorial is an organised session where students and tutor(s) meet regularly at a common venue and at scheduled times to discuss course material. Tutorials are not compulsory and willing students receive tutorial support at a nominal fee. Interested students are advised to consult a learning centre closest to them to enrol for tutorials. For further information on tutorials, consult the brochure *myStudies@Unisa*.

5.1.1 E-Tutorial offerings

Please be informed that Unisa now also offers online tutorials (e-tutoring) to students registered for modules at NQF level 5, **6** and **7** which means **qualifying** first year, **second year** and third year modules.

Once you have been registered for a **qualifying module**, you will be allocated to a group of students with whom you will be interacting during the tuition period as well as an e-tutor who will be your tutorial facilitator. Thereafter you will receive a sms informing you about your group, the name of your e-tutor and instructions on how to log onto MyUnisa in order to receive further information on the e-tutoring process.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa and are offered free of charge. All you need to be able to participate in e-tutoring is a computer with internet connection. If you live close to a Unisa regional Centre or a Telecentre contracted with Unisa, please feel free to visit any of these to access the internet. E-Tutoring takes place on MyUnisa where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. For you to get the most out of online tutoring, you need to participate in the online discussions that the e-tutor will be facilitating.

5.2 Discussion classes, video conferencing and satellite delivery

Discussion classes are NOT held/presented any longer.

5.3 Study groups

Many students have found that they benefit immensely from joining a study group that consists of students who are all enrolled for the same module(s). If you would like to find out whether there are other students near you who are also doing this module, please phone the Department of Student Admission and Registration. Alternatively, ask your fellow students to join your group *via* the MyUnisa discussion forum.

6 STUDY PLAN

You need roughly between four and eight hours of study time per week for each module. The syllabus for this module is as follows:

Theme 1: The nature of public policy

- Study unit 1: The study of public policy
- Study unit 2: The complexity of public policy making
- Study unit 3: Approaches to the process of public policy making
- Study unit 4: Self-evaluation

Theme 2: Components of the process of public policy making

- Study unit 5: Problem identification and deciding on the agenda
- Study unit 6: Policy formulation
- Study unit 7: Policy implementation
- Study unit 8: Policy evaluation
- Study unit 9: Self-evaluation

The table below can be used as a guideline on how to plan your study for PUB3703. We work on the principle that an assignment submitted by post will take 7 working days to reach us. If you submit your assignment online then you could submit it on the closing date, allowing you additional study time.

Semester 1	Semester 2	Possible programme	Tick completed tasks
January – April 2018	July – Sept 2018	Receive study material Read through Tutorial letter 101 Read through Study Guides and activities in Study Guides Prepare Assignment 1 and 2 Visit and use the online Discussion Forums to read the discussions of other students on the topics in the study guides and so that you can share and gain knowledge and skills in this regard	

23 March 2018	31 August 2018	CLOSING DATE TO SUBMIT COMPULSORY ASSIGNMENT 1	
13 April 2018	21 September 2018	CLOSING DATE TO SUBMIT COMPULSORY ASSIGNMENT 2	
April - May 2018	Sep-Oct 2018	Follow-up Tutorial letter with Examination guidelines <i>Prepare for Examination</i>	
May 2018	October 2018	EXAMINATION (date to be announced)	

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

You may use additional books and articles which are relevant to the topics covered in this module. ADDITIONAL SOURCES ARE NOT NECESSARILY AVAILABLE IN THE UNISA LIBRARY AND ARE NOT PROVIDED FOR IN THE STUDY COLLECTION.

8 ASSESSMENT

8.1 Assessment criteria

You are required to submit the compulsory assignments for the module PUB3703, namely Assignments 01 and 02. Admission to the examination will be obtained by submitting Assignment 01. Note that admission to the examination will not depend on the marks you obtain for the assignment. Your marks for both Assignments 01 and 02 are used to determine your semester mark.

Although both Assignments 01 and 02 are compulsory, admission to the examination is based only on the submission of Assignment 01.

8.2 Assessment plan

All assessment activities followed in this module are based on Unisa's assessment policy, which can be accessed on the Unisa website.

Purpose of assessment

The purpose of the assessment interventions (assignments and examination) is to determine students' scientific and practical competence.

Assessment method

The assessment plan is based on two formative assessment interventions, namely one compulsory multiple-choice assignment and one compulsory essay-type assignment, as well as a compulsory summative assessment intervention, namely the examination.

Reasons for the assessment

The following are the reasons why these assessment interventions are conducted:

- To determine whether the learning required for the achievement of specific learning outcomes in the field of public policy has taken place.
- To collect evidence of learners' acquired knowledge of public policy in the public service.
- To reassess learners whose previous attempts were unsuccessful and who resubmit assignments to obtain credits and admission to the examination. Reassessment will only be allowed if time allows for it.

Persons involved in the assessment process

Three different assessors are involved in the assessment process, namely the learner, the lecturer and the external assessor.

a) Learner

In the case of the formative interventions the learner has the primary responsibility for the success of the assignments. The learner is encouraged to become an independent learner and has to check (self-assess) the contents of the assignment before it is submitted for assessment. This is done by comparing it against the criteria of the checklist.

b) Lecturer

The formative and summative interventions will be assessed by appropriately qualified and trained lecturing staff or marking staff. All the staff members involved in the assessment process have completed the required assessor training successfully. The marking of the assignments is done according to the learning outcomes and assessment criteria set out in the study material.

c) Internal assessor

The summative intervention will also be assessed by an appropriately qualified academic in the Department of Public Administration and Management.

Assessment time-frame

All work submitted for formative assessment will be returned within a reasonable time (a maximum turnover time of three weeks after the marking).

Assessment review and quality assurance

To ensure the quality of the formative and summative interventions, they are benchmarked against the best current quality assurance practices (see the *Academic Quality Framework of the College of Economic and Management Sciences* on the *UNISA website*).

Assessment logistics

The learner is referred to *myStudies@Unisa* for any other information about assessment related administration, such as agreements concerning learners with special needs (for example, disabled learners).

Assessment instruments

Assignments 01 and 02 and the examination will be used as the main assessment instruments during semesters 1 and 2.

Assignments

You are required to submit the **compulsory assignments** for the module PUB3703, namely assignments 01 and 02. **Admission to the examination** will be obtained by submitting assignment 01 and the submission will not depend on the marks you obtain for it.

Therefore, please ensure that assignment 01 reaches the University before or on the due date. Late submission of the assignment will result in you not being admitted to the examination. Although you will be admitted to the examination through the submission of assignment 01, your marks for both assignments 01 and 02 will be used to determine your semester mark.

N.B.: Assignments may not be submitted by fax or E-mail direct to the lecturer. For detailed information and requirements as far as assignments are concerned, see *mySTUDIES@UNISA*, which you have received with your study package. **No extension** of the due dates can be given by the lecturers for these assignments.

How to answer multiple-choice questions

A multiple-choice question assignment is where you have to choose the most appropriate option from several alternatives that are given in the questions. The multiple choice questions are based on the contents of the study guide.

The preferred method of submitting your multiple-choice question assignment, is **electronic submissions via myUnisa**. To submit an assignment via myUnisa:

- Go to myUnisa at <https://my.unisa.ac.za>.
- Log in with your student number and password.
- Select the module.
- Click on **Assessment Info** in the left-hand menu.
- Click on the assignment number you want to submit.

General approach to essay-type questions

In the examination you are expected to write critical essays on a specified topic. Success in this course therefore largely depends on your ability to present your knowledge of a specific topic in a critical manner in the form of an essay. Your knowledge of a specific topic is tested in essay form precisely to give you the opportunity to state and defend your own standpoint on a topic. When you write an essay in this module you should therefore not merely string together and convey factual information on a topic, but seize the opportunity to persuade the reader (the lecturer) by means of an argument, of your standpoint on it. In a successful essay you will therefore not simply repeat what you know about a specific topic, but use that knowledge to illustrate and substantiate the standpoint you are trying to defend.

We suggest that you divide each essay into three subsections: an introduction, a discussion and a conclusion. In the introduction, you will briefly set out the standpoint you are going to take on the particular topic. In the discussion you will use your knowledge of the topic to support the standpoint you have set out in the introduction. In the conclusion you may refer to some of the implications of the points you have raised in the discussion. These remarks are intended merely as guidelines and should not be regarded as a new blueprint for the writing of essays. The most important point remains that in the examination you should adopt a critical standpoint towards the material you have studied.

You can only adopt a standpoint of your own once you have mastered the study material. Once you have mastered the study material you can go on to formulate your own critical view of it. As a starting point you may refer to the critical comments in the study material and the tutorial letters. In the end, however, you will also have to adopt a critical stance towards the opinions expressed in the study material. Also bear in mind that most of the ideas you are studying originated as reactions to other ideas. By focusing on these apparent weaknesses you will also be able to assess the merits of the proposed alternatives. This implies that you cannot study the various themes in isolation. As only assignments 01 and 02 are compulsory and you therefore have to do no other compulsory work, you have to accept responsibility for your own success with your studies during the year.

The assignments do not cover all the essential work of the module - it is just a tool to assist you to study the material in good time. Furthermore, doing assignments is not sufficient preparation for the examination. For your own good, and in preparation for the examination, we recommend that over and above the assignments, you should do all the activities properly.

Ethical behaviour as a student

The Department of Public Administration and Management places great emphasis upon integrity and ethical conduct in the preparation of assignments. We believe that an understanding of the vital importance of responsibility and professionalism in this regard is part of what a university education should provide. It is very important to us that all our students know how secondary material should be used and what the scholarly method of presenting and acknowledging references is. If you copy something out of a book or an article or from a web site without acknowledging the source and pass it off as your own, that constitutes plagiarism. Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given 0%. In effect, you are stealing something that belongs to someone else. If you paraphrase this material (i.e. change the wording slightly) or use a line of argument without acknowledging it, that also constitutes plagiarism and the same severe penalty will apply. If you make yourself guilty of plagiarism it is regarded as a serious form of misconduct. The procedure in the case of a complaint of misconduct is clearly stipulated in the Student Disciplinary Code. For detailed information regarding these procedures, see *Mystudies@UNISA*.

8.2.1 Your 'graduateness' (employability) as student in this Department

In today's job market public sector employers look for candidates who are in possession of a wide range of skills, attributes, competencies and values to ensure effective service delivery. In this light, it is of vital importance that Public Administration graduates at (UNISA) meet the rapidly changing needs of the South African and global job market. This implies that we should produce more than employable graduates. Actually, we should contribute to an active and critical citizenry who can participate politically, economically and socially. Against this background, the Department of Public Administration and Management endeavours to ensure that our graduates acquire:

- A commitment to continual self-improvement and lifelong learning.
- The ability to employ skills necessary for creating and using employment opportunities.
- An appreciation of and respect for the value of cultural, religious, aesthetic and linguistic diversity.
- The ability to contribute to economic, intellectual, cultural and scientific life.
- An appropriate sense of responsibility for, and stewardship of the environment.
- An ability to use appropriate and sustainable technologies.

- The appreciation of the world as a set of related systems, more particularly the African continent.
- Scarce skills, generic skills and specialised skills in the management of public affairs to be immediately effective in the public sector workplace (graduateness).

In our endeavour to attain the above objectives and as part of our quality assurance systems, we would be grateful if you could complete the questions in the box below. Your response(s) will provide us with important feedback regarding the skills and attributes of our graduates and will be invaluable for future planning of programmes at the Department of Public Administration and Management, **more particularly for the module Public Policy**. We are determined as far as possible to help our graduates in acquiring skills that are valued by public sector employers. Your response(s) are important to us. Results will be presented in summary format and therefore individual responses will be strictly confidential.

- Which competencies, areas of knowledge, skills and attributes did you need to complete the assignments? Refer to the graduateness skills and attributes you developed by completing these assignments.
- Did completing these assignments and consulting the relevant sources improve your competence? Name a few competencies that you think should be developed further to enhance your graduateness and employability.
- Did the assignment topics add value to the application of your knowledge and skills in the public sector workplace?
- Do the assessment criteria (see above) provide you with an adequate framework in which to evaluate your performance in your assignment? If not, what other criteria and guidance should be added?
- What aspects of the module, study material and your learning experience would you like to improve? How?
- Do the assignment topics reflect the learning outcomes and assessment criteria?
- Do you feel that you have personally developed as a result of this reflection (completing these self-evaluation questions)? Please elaborate.

Please return the (voluntary) completed questions to the following address:

Prof M van Heerden
Department of Public Administration and Management
PO Box 392
UNISA
0003

IMPORTANT: DO NOT SEND TOGETHER WITH YOUR ASSIGNMENT

8.3 Assignment numbers

Important information about assignment numbers and the due dates for the assignments is provided in this section.

8.3.1 General assignment numbers

The **TWO compulsory** assignments for this module contribute to your semester mark.

ASSIGNMENTS	SEMESTER 1	SEMESTER 2
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ASSIGNMENTS	SEMESTER 1	SEMESTER 2
General assignment numbers	Assignment 01 (Compulsory)	Assignment 01 (Compulsory)
	Assignment 02 (Compulsory)	Assignment 02 (Compulsory)

8.3.2 Unique assignment numbers

The following table contains the unique assignment numbers:

ASSIGNMENTS	SEMESTER 1	SEMESTER 2
Unique assignment numbers	Assignment 01: 723304	Assignment 01: 842765
	Assignment 02: 804902	Assignment 02: 851264

8.4 Assignment due dates

The following table contains important information about the due dates for the assignments:

ASSIGNMENTS	SEMESTER 1	SEMESTER 2
Due dates for assignments	Assignment 01: 23 March 2018	Assignment 01: 31 August 2018
	Assignment 02: : 13 April 2018	Assignment 02: 21 September 2018

8.5 Submission of assignments

- 1) Please keep to the due dates. **Assignments which are received after their due dates will not count for your semester mark/examination admission.** It remains your responsibility to see to it that your assignment reaches the University in time.
- 2) Please remember to give the assignment the same number as the number allocated to it in this tutorial letter. State the module code and the assignment number when you enquire about an assignment.

Consult the *Studies @ Unisa* brochure when you answer multiple-choice assignments. Also consult the brochure for an example of how a computer mark-reading sheet should be filled in.

To submit an assignment **via myUnisa**:

- Go to *myUnisa* at <https://my.unisa.ac.za>

- Log in with your student number and password.
- Select the module.
- Click on assignments in the left-hand menu.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

8.6 The assignments

There are **TWO compulsory** assignments for this module.

Please remember that you must submit assignment 1 or 2 if you wish to gain entry to the examination! Each assignment contributes 50% to your year mark.

QUESTIONS FOR SEMESTER 1, ASSIGNMENT 01 (COMPULSORY)

ASSIGNMENT 01: MULTIPLE-CHOICE QUESTIONS (COMPULSORY)

FIRST-SEMESTER STUDENTS ONLY

Unique assignment number : 723304

Date of submission : 23 March 2018

For each of the following questions, select the most appropriate alternative as indicated at that question. **Mark the CORRECT answer (1, 2, 3 or 4) on the mark-reading sheet.**

- Which one of the following does NOT necessarily have an influence on the rationality of public policy?**
 - (1) Communication related issues.
 - (2) The availability of time, skills and resources.
 - (3) The value system of an individual member of society.
 - (4) The nature of knowledge and information.
- Which one of the following options is NOT an example of an official role player in the policy-making process?**

- (1) The Cabinet.
- (2) COSATU.
- (3) The Premier of a province.
- (4) The Director-General of a state department.

3. Which author defines *public policy* as “whatever governments choose to do or not to do”?

- (1) Anderson.
- (2) Dye.
- (3) Starling.
- (4) Parsons.

4. Select the most applicable option to complete the sentence. “In the process of policy evaluation the ... “

- (1) results of the evaluation are often ignored by the policy-makers.
- (2) symbolic impact cannot influence an objective judgment and evaluation thereof.
- (3) environment within which the evaluation takes place is static.
- (4) human factor plays no role.

5. Which one of the following alternatives is NOT part of the implementation of policy?

- (1) The execution of policy.
- (2) The formulation of policy.
- (3) A process whereby patterns of behaviour are changed and adopted.
- (4) The development of techniques and procedures for the realisation of policy in practice.

6. Which one of the following alternatives is characteristic of the evaluation of policy?

- (1) Policy evaluation is a continuous process.
- (2) Policy evaluation only takes place at the end of the policy-making process.
- (3) Policy evaluation does not contribute towards political and financial accountability.
- (4) Very few benefits flow from policy evaluation.

7. Choose the most applicable option to complete the following definition of public policy:

“Public policy comprises authoritative statements made by ... on the proposed way in which policy problems will be addressed”.

- (1) public and private institutions
- (2) legally sanctioned public institutions
- (3) relevant role players in the society
- (4) the community

- 8. Which one of the following options is NOT characteristic of public policy?**
- (1) Legally sanctioned public institutions are concerned with public policy-making.
 - (2) Public policy is authoritative and binding.
 - (3) Public policy focuses on the handling of individual social problems and needs.
 - (4) Public policy is a plan or strategy for handling community problems and satisfying social needs.
- 9. Which one of the following options is a description of distributive policies?**
- (1) Policies that pertain to how something is going to be done.
 - (2) Policies that involve allocation of services benefits to particular segments of the population.
 - (3) Policies that provide tangible resources or substantive power to their beneficiaries.
 - (4) Policies that involve the provision of either collective goods or private goods.
- 10. Which one of the following forms of policy is aimed at protecting and promoting a state's national interests and ideological objectives?**
- (1) Environmental policy.
 - (2) Domestic policy.
 - (3) Education policy.
 - (4) Foreign policy.
- 11. Select the most applicable option to complete the sentence. "The ultimate objective of public policy-making is ... "**
- (1) to solve the budget deficit in the public sector.
 - (2) to help fight to spread of corruption in South Africa.
 - (3) to address the problems that arise in the community meaningfully.
 - (4) to guard against nepotism in the public sector.
- 12. Which one of the following alternatives may be regarded as the origin or starting point of policy in the process of public policy-making?**
- (1) Identifying a problem.
 - (2) Establishing priorities.
 - (3) Policy innovation.
 - (4) Policy succession.
- 13. Select the most applicable option to complete the sentence. "Foreign policy refers to ... "**
- (1) the guidelines on how to a specific state acts in its relations to other states.
 - (2) all government decisions, programmes and actions.
 - (3) the collection of laws and regulations that govern the education system.
 - (4) the legislation and regulations regarding environmental matters.

14. Which one of the following steps is not followed in making a decision?

- (1) Gathering data.
- (2) Preparing information.
- (3) Evaluating alternatives.
- (4) Implementing a policy.

15. Select the most applicable option to complete the sentence. “Public policy constitutes authoritative statements made by legally sanctioned public institutions about the ... “

- (1) most suitable budget proposals for the next year.
- (2) proposed way in which policy problems are addressed.
- (3) proposed way to solve environmental issues.
- (4) most suitable education system.

16. Select the most applicable option to answer the following question. “Who are not major participants involved in the public policy-making process?”.

- (1) Political office bearers.
- (2) Public officials.
- (3) Interest groups.
- (4) Prisoners.

17. Select the most applicable option to complete the sentence. “Unofficial policy-makers, such as interest groups, do not have the legal authority to take binding decisions, but ... “

- (1) can influence other interest groups to join them.
- (2) have the right to go on strike.
- (3) can put pressure on policy-makers to take certain decisions.
- (4) can influence the environment.

18. Select the incorrect option to complete the sentence. “Political office bearers have also been increasingly pressured to involve public officials and interest groups in the process of public policy-making, because ... “

- (1) public officials have specialised and extended knowledge.
- (2) political office bearers, public officials and interest groups share common objectives.
- (3) interest groups are an important part of the community and are in touch with its values and needs.
- (4) political office bearers have the time and skills to react to any policy situation.

19. Select the most applicable option to complete the sentence. “The purpose of policy models is to ... “

- (1) make effective policies.
- (2) simplify and explain certain views on policy-making.
- (3) influence policy-making.
- (4) put pressure on policy-makers to take policy decisions.

20. Select the incorrect option to complete the sentence. “Policy models are useful to ... “

- (1) implement our foreign policy.
- (2) have an understanding of public policy-making.
- (3) simplify and explain certain views on public policy.
- (4) provide a framework within which predictions can be made about future events.

THIS IS THE END OF ASSIGNMENT 01 FOR SEMESTER 1.

QUESTION FOR SEMESTER 1, ASSIGNMENT 02 (COMPULSORY)

**ASSIGNMENT 02: ESSAY-TYPE QUESTION
(COMPULSORY)**

FIRST-SEMESTER STUDENTS ONLY

Unique assignment number : 804902

Date of submission : 13 April 2018

This assignment consists of an essay-type question. The answer to the assignment will be provided in Tutorial Letter PUB3703/201/3/2018. The tutorial letter will be dispatched to you after the due date of assignment 2.

GUIDELINES TO ANSWER THE QUESTIONS

IMPORTANT: IN THE EXAMINATION YOU ARE EXPECTED TO WRITE CRITICAL ESSAYS ON SPECIFIED TOPICS – THEREFORE YOU SHOULD USE THIS OPPORTUNITY TO PRACTICE ANSWERING A QUESTION IN SUCH A MANNER.

You should answer each question as comprehensively as possible without deviating from the essence of the question. When you evaluate your answer, ascertain whether you have covered all relevant aspects of the matter.

You are not required to include a title page, table of contents, introduction, headings, conclusion and a list of sources when answering the essay-type assignment question.

Make sure the grammar, expression and general use of the English language are correct. Remember that poor grammar, expression and presentation can affect the way your work is perceived by the lecturer.

DO NOT merely copy the contents of the study guide.

The length of the assignment is restricted to a maximum of 3 handwritten or 2 typed pages (1½ spacing).

QUESTION

Write an essay on “Problem identification and deciding on the agenda”.

Total [25]

SOURCES FOR ASSIGNMENT

Anderson, JE. 2015. *Public Policymaking*. 8th edition. Cengage Learning: USA.
Study guide for PUB3703, 2017: *Public Policy*, Unisa, study unit 5, page 45-51.

Depending on the abovementioned sources, you are also welcome to consult additional sources that are relevant to the theme covered in this assignment.

THIS IS THE END OF ASSIGNMENT 02 FOR SEMESTER 1.

QUESTIONS FOR SEMESTER 2, ASSIGNMENT 01 (COMPULSORY)

ASSIGNMENT 01: MULTIPLE-CHOICE QUESTIONS (COMPULSORY)

SECOND-SEMESTER STUDENTS ONLY

Unique assignment number : 842765
Date of submission : 31 August 2018

For each of the following questions, select the most appropriate alternative as indicated at that question. Mark the CORRECT answer (1, 2, 3 or 4) on the mark-reading sheet.

1. **Select the most applicable option to complete the sentence. “According to Parsons (1995:87), the genesis of a policy involves the recognition of ... “**
 - (1) an agenda.
 - (2) a problem.
 - (3) an objective.
 - (4) a plan.

2. **Which one of the following approaches to policy analysis is concerned with the analysis of the practical effect of the policy? Select the most applicable option.**
 - (1) Policy values analysis.
 - (2) Policy issue analysis.
 - (3) Policy outcomes analysis.
 - (4) Policy systems analysis.

3. **Select the most applicable option to fill the blank space in the sentence. “Adopting a policy involves ... as expressed in policy objectives“.**
 - (1) a choice between alternatives
 - (2) official approval of policy proposals
 - (3) a decision
 - (4) considering alternatives

4. **Select the most applicable option to complete the sentence. “Formulated policy becomes of practical value only when ... “**
 - (1) it is implemented.
 - (2) is provisionally approved.

- (3) it is properly formulated.
 - (4) provisionally adopted.
5. **Select the incorrect option to complete the sentence. “The implementation of policy is ... “**
- (1) what happens after a bill becomes law.
 - (2) the execution of policy.
 - (3) to carry out policy decisions.
 - (4) a choice between alternatives.
6. **Select the incorrect option to complete the sentence. “The following requirements are important to ensure effective implementation of public policy ... “**
- (1) a few alternatives to choose from.
 - (2) legitimate structures for policy implementation.
 - (3) clearly formulated objectives.
 - (4) dedicated and knowledgeable implementers.
7. **Which one of the following policy stages, relating to the consequences and effect of a particular policy under review, involves the replacing of existing policy with a different policy? Select the most applicable option.**
- (1) policy termination.
 - (2) policy maintenance.
 - (3) policy innovation.
 - (4) policy succession.
8. **Select the incorrect option to complete the sentence. “Policy evaluation is typically undertaken for the following reason: ... “**
- (1) to measure the progress made in achieving policy objectives.
 - (2) to know what to put on the policy agenda.
 - (3) to learn lessons from a particular project or programme with the aim of a future policy review and improved policy.
 - (4) to defend or advance a particular matter of viewpoint.
9. **Which one of the following approaches to policy analysis takes place when public officials must undertake an analysis of a specific matter in order to come up with a policy proposal that is acceptable to the legislator? Select the most applicable option.**
- (1) Policy content analysis.
 - (2) Policy issue analysis.
 - (3) Policy outcomes analysis.

- (4) Policy systems analysis.

10. Select the incorrect option to answer the question. “What benefits could a well-considered and duly executed policy evaluation have?”

- (1) An accurate assessment of the impact of the project.
- (2) An indication of the observable changes which cannot be ascribed to the project itself.
- (3) The identification of issues that cannot make any contribution to the improvement of the policy.
- (4) An identification of the factors that have a significant effect on the project with a view to analyse them to help planners to improve the design of the project.

11. Which public service project is aimed at improving interaction that promotes service delivery in communities?

- (1) Zimbambele.
- (2) Izimbizo.
- (3) Letsema.
- (4) Vukuzenzele.

12. Which author described the concept *politics* as “a process whereby people try to establish and promote their value judgments by way of institutions”?

- (1) Fox.
- (2) Meyer.
- (3) Parsons.
- (4) Hanekom.

13. Which one of the following options is characteristic of *bounded rationality*?

- (1) All the possible aims and objectives that might provide a solution to the problem should be identified and considered.
- (2) Incomplete information on the scope and content of values, preferences and interests.
- (3) There should be consensus between the interested parties as to the problem identified.
- (4) Every alternative should be considered in terms of its consequences in respect of attaining every aim and objective.

14. Choose the correct option to complete the following definition of a *policy objective*: “A policy objective refers to the identification and development of the needs and ... of the community”.

- (1) issues
- (2) values

- (3) composition
- (4) challenges

15. Which one of the following alternatives involves, according to Fox and Meyer, official approval of policy proposals as expressed in policy objectives?

- (1) Policy adoption.
- (2) Policy agenda.
- (3) Terminating policy.
- (4) Formulating policy.

16. Select the most applicable option to complete the sentence: “The definition of public policy, provided by Dye (1992:2), is ... “

- (1) concerned with the way in which problems are defined and analysed.
- (2) governmental decisions designed to deal with social problems.
- (3) whatever governments choose to do or not to do.
- (4) the problems which are on the policy agenda.

17. Some issues never make the policy-making agenda because of a particular reason. Select the most applicable option.

- (1) It is an emotional issue that enjoys wide media coverage.
- (2) It relates to power relationships in society.
- (3) It is a controversial issue that threatens the survival of policy-makers.
- (4) It has a far reaching impact and is not limited to one group of people or one country.

18. Which one of the following approaches is NOT distinguished by Wissink as part of policy analysis?

- (1) Analysis of policy content.
- (2) Analysis of policy alternatives.
- (3) Analysis of policy systems.
- (4) Analysis of policy outcomes.

19. Choose the most applicable option to complete the following statement: “The analysis of the practical effect of the policy refers to the analysis of policy ... “

- (1) outcomes.
- (2) systems.
- (3) issues.
- (4) values.

20. Which one of the following is NOT a component of the policy-making process?

- (1) Policy formulation.
- (2) Policy implementation.
- (3) Policy identification.
- (4) Policy evaluation.

THIS IS THE END OF ASSIGNMENT 01 FOR SEMESTER 2.

QUESTION FOR SEMESTER 2, ASSIGNMENT 02 (COMPULSORY)

**ASSIGNMENT 02: ESSAY-TYPE QUESTION
(COMPULSORY)**

SECOND-SEMESTER STUDENTS ONLY

Unique assignment number : 851264

Date of submission : 21 September 2018

This assignment consists of an essay-type question. The answer to the assignment will be provided in Tutorial Letter PUB3703/201/3/2018. The tutorial letter will be dispatched to you after the due date of assignment 2.

GUIDELINES TO ANSWER THE QUESTIONS

IMPORTANT: IN THE EXAMINATION YOU ARE EXPECTED TO WRITE CRITICAL ESSAYS ON SPECIFIED TOPICS – THEREFORE YOU SHOULD USE THIS OPPORTUNITY TO PRACTICE ANSWERING A QUESTION IN SUCH A MANNER.

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You are not required to include a title page, table of contents, introduction, headings, conclusion and a list of sources when answering the essay-type assignment question.

Make sure the grammar, expression and general use of the English language are correct. Remember that poor grammar, expression and presentation can affect the way your work is

perceived by the lecturer.

The length of the assignment is restricted to a maximum of 3 handwritten or 2 typed pages (1½ spacing).

DO NOT merely copy the contents of the study guide.

QUESTION

Write an essay on “problem identification and deciding on the agenda”.

Total [25]

SOURCES FOR ASSIGNMENT

Anderson, JE. 2015. *Public Policymaking*. 8th edition. Cengage Learning: USA.

Study guide for PUB3703, 2017: *Public Policy*, Unisa, study unit 5, page 45-51.

Depending on the abovementioned sources, you are also welcome to consult additional sources that are relevant to the theme covered in this assignment.

THIS IS THE END OF ASSIGNMENT 02 FOR SEMESTER 2.

8.7 Other assessment methods

Not applicable.

8.8 The examination

This module is offered on a semester basis, which means that there are two registrations each year. First semester registration, will write the examination in May/June 2018, while the supplementary examination (if applicable to you) will be written in October/November 2018. Second semester registration, will write the examination in October/November 2018, while the supplementary examination will be written in May/June 2019.

During the year, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

8.8.1 Admission to the examination

NB: You have to submit any one of the two Assignments before their due dates to gain admission to the examination.

Your semester mark, based on the mark obtained for the TWO compulsory assignments 1 and 2, contributes 20% towards your final mark, while your examination mark contributes 80%.

The combined weighted average of your semester mark and examination mark must be 50% or higher for you to pass the module. However, you must obtain a minimum of 40% in the examination, regardless of your semester mark. If you obtain less than 40% in the examination your semester mark will not be taken into account and you will fail.

Example:

Semester mark calculation:

50% of assignment 1 plus 50% of assignment 2 = semester mark, for example:

Mark obtained for assignment 1: 70% [50% of 70% = 35]

Mark obtained for assignment 2: 60% [50% of 60% = 30]

By adding the totals of the above calculations the semester mark is determined.

In this instance, $35 + 30 = 65\%$.

Final mark calculation:

20% of semester mark plus 80% of examination mark = final mark, for example:

Semester mark: 65% [20% of 65% = 13]

Examination mark: 60% [80% of 60% = 48]

By adding the totals of the above calculations the final mark is determined.

In this instance, $13 + 48 = 61\%$.

8.8.2 Format of the examination paper

NOTE: The subminimum to pass a module is 40% (ie your examination mark must be at least 40%). To pass a module, the final mark must at least be 50%.

The examination paper for PUB3703 consists of **one** paper of **two** hours. The **format** of the question paper will consist of essay-type questions.

The self-evaluation questions indicated at the end of every study unit of your study guide serve as examples of the type of questions that could be asked in the examination. A more pertinent indication of possible examination questions will be presented in the comments tutorial letter which you will receive together with your marked optional assignment at the end of March or August.

We would like to urge you to study with understanding and insight and not to merely memorise answers to questions.

Please bear in mind that some of the questions will not be asked exactly in the same way as it appears at the end of each theme/study unit.

Owing to time limitations in the examinations, only sections of certain questions could be asked, while in other instances questions may be combined. For this reason some questions may consist of more than one section. Questions will be asked from all the themes although not necessarily from each study unit.

9 FREQUENTLY ASKED QUESTIONS

We receive many enquiries from students who ask the same questions over and over. We have, therefore, decided to include these frequently asked questions in this tutorial letter.

(1) *I have not yet received my study material or misplaced it. Could you please mail or fax me a copy?*

No, unfortunately the study material is kept in a different department (namely Despatch). Please consult the brochure *myStudies@Unisa*. Contact the Despatch Department and ask whether the specific item has been despatched. If it has been despatched and you have not received it after a reasonable period of time, ask for another copy to be despatched to you. Please do not contact your lecturer about despatch matters.

Please take note that you can also find your study material in electronic format on *myUnisa*.

(2) *I would like to do some additional excercises. Could you provide me with tutorial letters from previous years?*

Due to limited storage space at the University, tutorial letters from previous years are NOT kept and/or made available to students.

(3) *What do I do if I experience problems with the content of the study material?*

Contact your tutor or the lecturer who is responsible for the module. Please do not hesitate to contact us. You can phone us during official office hours (not evenings), make an appointment to come and see us personally, write a letter or send an e-mail.

(4) *My assignment is late because Can I submit it at a later date?*

It is your responsibility to ensure that your assignment reaches Unisa's main campus on/or before its due date. Multiple-choice assignments are marked by a mark-reading device on a fixed date specified in advance in the planning schedule of the Assignments Section. Hence, multiple-choice assignments that are submitted after their due dates will not be marked.

(5) *Can you demarcate the work (give me "tips") for me for the examination?*

No demarcation is provided to students. All the examination questions will come from the study guide.

10 SOURCES CONSULTED

In terms of the Copyright Act 98 of 1978, no part of your study material may be reproduced, stored in a retrieval system or transmitted in any form or by any means electronic; mechanical; through photocopying, recording or otherwise; published; redistributed; screened or used in any form without prior written permission from Unisa. Where materials have been used from other sources, permission must be obtained from the original source.

WARNING! PLAGIARISM IS A CRIME AND YOU SHOULD REFRAIN FROM THIS PRACTICE.

Plagiarism is the act of taking the words, ideas and thoughts of others and passing them off as your own. It is a form of theft which involves a number of dishonest academic activities.

11 IN CLOSING

Since you have chosen to enrol for this module, you owe it to yourself to strive to do your best. This tutorial letter provides you with the relevant information on which your success depends. Please make sure that you know what is required of you.

We wish you all the success in your studies.

Your Lecturer

Prof M Van Heerden

12 ADDENDUM

Not applicable