

SOCIAL POLICY FORMULATION AND PUBLIC ADMINISTRATION

UNIT CODE: COD/CU/SW/CC/2/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Conduct Social Policy Formulation and Public Administration

Duration of Unit: 80 Hours

Unit Description

This unit cover the competencies required to conduct social policy formulation and public administration. It involves formulating social policy, carrying out policy implementation, analyzing social policy, evaluating social policy, managing social welfare services and documenting social policies.

Summary of learning Outcomes

1. Formulate social policy
2. Carry out policy implementation
3. Analyze social policy
4. Evaluate social policy
5. Manage social welfare services
6. Document social policies

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Formulate social policy	<ul style="list-style-type: none">• Meaning and importance of social policy• Characteristics of social policy• Types of social policies• Decision making models• Principles of social policy• Models of social policy formulation• The process and problem of policy formulation	<ul style="list-style-type: none">• Case studies• Observation• Written tests• Assignments• Supervised exercise• Simulations
2. Carry out policy	<ul style="list-style-type: none">• Importance of public	<ul style="list-style-type: none">• Case studies

implementation	<ul style="list-style-type: none"> participation • Promoting public participation • Policy implementation activities • Policy implementation framework • Overcoming challenges in policy implementation 	<ul style="list-style-type: none"> • Observation • Written tests • Assignments • Supervised exercise • Simulations
3. Analyze Social policy	<ul style="list-style-type: none"> • Meaning of policy Analysis • Importance of social policy analysis • Methods of social policy Analysis • Tools for policy analysis • Agencies involved in social policy analysis and their role 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Simulations
4. Evaluate social policy	<ul style="list-style-type: none"> • Meaning of social policy evaluation • Techniques of social policy evaluation • Presentation of social policy evaluation results 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Simulations
5. Manage social welfare services	<ul style="list-style-type: none"> • Nature, scope and utility of public administration • History and development of public administration • Public administration in trans-national societies • Bureaucracy; the state and society • Organization of public administration • Functions, principles of management • Personnel management 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Simulations

	and industrial relations and the role of the executive	
6. Document social policy	<ul style="list-style-type: none"> • Components of a documentation policy • Compilation of a policy document • Methods of keeping documents • Security and safety of documents • Retrieval and retention 	<ul style="list-style-type: none"> • Case studies • Observation • Written tests • Assignments • Supervised exercise • Simulations

Suggested Methods of Instruction

- Group discussions and presentations
- Demonstration by trainer
- Practical work by trainer
- Exercise
- Field work
- Resource persons

Recommended resources

- Video cameras
- Stationery
- Filing equipment
- Text books/reference materials
- Policy documents