

# Bachelor of Public Policy and Management (BPPM)

The Bachelor of Public Policy and Management (BPPM) is a professional degree for those aspiring to successful managerial careers in Commonwealth, State and local Government or community sectors. The Centre for Public Policy is unique in Australia as a centre of concentrated academic and practical expertise in the field of public policy and management. It is staffed by a combination of prominent scholars and former and current practitioners in public policy and management fields, including a former Deputy Prime Minister of Australia. Students benefit directly from such expert knowledge and the strong theoretical focus of the program in combination with high-level skills-oriented learning. The Centre maintains student exchange agreements and an active dialogue with universities throughout Asia and North America.

The program is specifically designed to provide professional training for future generations of leaders in public policy and management. A variety of career pathways are available that draw on the analytical, research and practical knowledge gained in this degree. Students interested in expanding their interests and knowledge in this area of expertise are provided with an articulated structure of higher degree study options at the University of Melbourne.

Public Policy and Management addresses policy design and evaluation, public sector management and public sector economics. The program has an emphasis on practical skills in management of personnel and resources, communication and media liaison and policy research. Students are able to choose additional subjects in political science, sociology, economics, social work and other related areas of study.

Students entering the course will have completed at least two years of a Bachelor's degree or its equivalent. You will then complete your third and fourth years in the public policy and management course for a Bachelor of Public Policy and Management, or undertake combined study for the completion of both degrees.

## BPPM course objectives

The Bachelor of Public Policy and Management has as its objectives that graduates will be equipped with the knowledge and skills necessary for successful managerial careers in the Public Service or the Community Sector. In particular, graduates should be able to:

- design, evaluate and provide professional advice on government policy;
- understand and apply sound principles of public sector management;
- successfully use the tools of public sector economics;
- use appropriate analytical and practical skills in the management of personnel and resources, communication and media, public sector change and the use of policy research methods.

## Entry requirements

You may apply to enrol in the Bachelor of Public Policy and Management after the completion of at least two years of a Bachelor's degree or its equivalent. Selection will be based on academic merit, although professional work experience and work-based education and training may also be taken into account.

Please note that BPPM subjects are not available to students in the Bachelor of Arts, combined degree courses or the Bachelor of Letters.

## BPPM course structure

In each of the third and fourth years, students complete core subjects in policy design and evaluation, public sector management and public sector economics. There are additional skills subjects which focus on managing personnel and resources, managing communications and media, and policy research. Most students choose to undertake an executive internship in the public sector as part of the skills component of their degree. See 166-101 Executive Internship- BPPM (p.377). Further elective subjects are available in political science, economics, sociology and social work.

Whilst subjects are designated as third or fourth year, students may, with the agreement of the BPPM coordinator, elect to undertake fourth year subjects in third year.

## Third year

Students complete **eight** subjects (totalling 100 points) which must include:

- the following **three** core subjects
  - 166-070 Managing Corporate Resources (p.377)
  - 166-041 Designing Public Policy for Australia (p.376)
  - 316-801 Public Sector Economics - Micro (p.376) and;
- a combination of **five** skills and elective subjects. See *Skills subjects* (p.375) and *Elective subjects* (p.375).

## Fourth year (pass degree)

Students must complete **eight** subjects (totalling 100 points) which must include:

- the following **three** fourth year core subjects:
  - 166-074 Policy Analysis in Theory and Practice (p.377)
  - 316-802 Public Sector Economics - Macro (p.377)
  - 166-070 Managing Corporate Resources (p.377) and;
- a combination of **five** skills and elective subjects. See *Skills subjects* (p.375) and *Elective subjects* (p.375).

## Skills subjects

Available at third and fourth year:

166-072 Managing Communications & the Media (p.377)

166-071 Policy Research Skills (p.377)

Available at fourth year only:

166-101 Executive Internship- BPPM (p.377)

## Elective subjects

166-022 Governance and Complexity (p.302)

166-027 Australia in the World Political Economy (p.308)

166-058 Law, Ethics and Public Policy (p.306)

166-081 Quantitative Social Research (p.330)

166-083 Sociology of Youth & Youth Policy (p.330)

166-100 Ethics, Politics and Public Policy (p.377)

166-108 Computer-aided Policymaking (p.378)

121-004 Social Impact Assessment (Theory) (p.160)

121-021 Environmental Politics and Management (p.181)

121-503 Research Methods and Design (p.185)

161-013 Contemporary Political Philosophy (p.289)

191-003 Crime and Public Policy (p.128)

191-004 Introduction to Research Methods (p.128)

196-004 Contemporary Social Policy (p.327)

316-208 Economics of the Environment (p.406)

## Other BPPM course requirements

Please see the entries in the BA sections *Taking more than 50 points in a semester (overloading)* (p.40) to *Resumption of course* (p.41) for information about other requirements of the degree (for example leave of absence, workload, study progress etc.). Unless stated otherwise above, all course requirements are the same for the BA and the BPPM.

## Credit towards the BPPM degree

Applicants for the Bachelor of Public Policy and Management degree will be awarded such credit as the Faculty considers appropriate at the time of their first enrolment in the degree. Credit will not normally be granted for any complete or incomplete undergraduate studies undertaken 10 or more years prior to admission to the degree.

No student is obliged to accept the credit that is awarded, but must notify the Faculty in writing of their intention to decline such credit within the year (full or part-time) of credit being granted.

## Credit for previous tertiary studies

Students entering the degree (or transferring from other faculties or tertiary institutions) who have completed *additional* subjects which are considered to be equivalent to those available to students in the Bachelor of Public Policy and Management *may* be granted specified credit for those subjects. It may also be necessary for the relevant department to recommend such credit. The maximum amount of credit granted to a transferring student will be 100 points (i.e. you must complete at least 100 points as an enrolled student in the BPPM degree). No subject may be credited to more than one qualification.

For more information on credit, you should refer to the Credit Guidelines available from the Faculty of Art office.

## Community Access Program subjects for credit

Students who have completed subjects through the Community Access Program (CAP) to gain admission to the Bachelor of Public Policy and Management degree may be eligible for credit.

Where the subjects are used because academic performance in subsequent tertiary study was insufficient, or to demonstrate academic rehabilitation after suspension or termination, credit will only be given for BPPM subjects or approved optional subjects where a grade of H2B or higher is achieved.

## BPPM Honours

The Bachelor of Public Policy and Management (Honours) degree requires a higher standard of performance in the final year of the BPPM program, and the completion of a thesis of 12 000 words. Entry into the honours degree must be approved by the Centre for Public Policy and the Faculty of Arts honours course adviser.

### Honours entry

The prerequisites for entry to Fourth Year Honours in Public Policy and Management are:

- completion of all subjects for BPPM third year and;
- an average grade of H2B or higher in the BPPM third year.

Students who believe that they meet the requirements may apply to enrol in the BPPM (Honours) degree by the beginning of December each year by enrolling in 166-513 Public Policy & Management Thesis (*p.378*).

### Honours requirements

Students undertaking BPPM Honours must complete:

- 166-513 Public Policy & Management Thesis (*p.378*) or 166-514 Public Policy & Management Thesis (MYE) (*p.378*) (12 000 words) and;
- the following **three** fourth year core subjects:
  - 166-074 Policy Analysis in Theory and Practice (*p.377*)
  - 316-802 Public Sector Economics - Macro (*p.377*)
  - 166-070 Managing Corporate Resources (*p.377*) and;
- a combination of **two** skills and elective subjects. *Skills subjects* (*p.375*) and *Elective subjects* (*p.375*).

### Honours grade requirement

A student's final examination grade will be calculated over the weighted average mark of the thesis and the final-year subjects. As in the Bachelor of Arts (Honours), students will be required to obtain an honours grade in *each* component of assessment, *and* an overall grade of at least H3, to be eligible for an Honours degree.

### Workload

The honours degree is usually taken full time. In some circumstances (such as work commitments), and with the Centre's and faculty approval, you may be permitted to take honours part-time over two years.

If you commence fourth year as a full-time student, you will usually be required to continue full-time. You need permission from the Faculty to withdraw from fourth year subjects after the first two weeks of each semester.

In all cases, your thesis must be completed over two consecutive semesters within a 12 month period of enrolment. Withdrawal from the thesis will only be permitted in very exceptional circumstances.

### Leave of absence

It is possible for students accepted into honours to take leave of absence for twelve months before starting their fourth year.

Once you have commenced honours, leave of absence will only be approved with the support of the Centre in exceptional circumstances. The maximum leave that will be granted is two semesters (12 months).

### Extensions of time

Extensions of time for outstanding work during fourth year studies (i.e. as a result of illness) may be granted up to 31 December (or 30 June for work due at the end of Semester 1) by the honours coordinator. For all other extensions, you will require the prior written approval of the Associate Dean (Academic Programs) as well as the written support of the Centre.

### Further study

Masters and PhD options exist for BPPM graduates; both require an H2A average or higher in fourth year honours.

### Career opportunities

The Centre for Public Policy has extensive contacts in the Commonwealth, State and Local Governments and the community sector. It offers career guidance and planning for its students and graduates.

### Further information

Contact the Faculty of Art office on +61 3 8344 5235, or:

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Carlton Victoria 3053

Tel: +61 3 8344 9480

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WWW: <http://www.public-policy.unimelb.edu.au>

## Core subjects

### Third year core subjects

#### 166-040 Constitutional Design and Change

See full subject details on page 304.

#### 166-041 Designing Public Policy for Australia

**Note:** Formerly available as 166-270/370. Students who have completed 166-270/370 are not eligible to enrol in this subject.

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Bruce Headey

**Prerequisites:** Usually 25 points of first year politics or entry into Bachelor of Public Policy and Management. Students with only 12.5 points in politics may apply to the second/third year coordinator.

**Contact:** 30 contact hours per semester. Two 1-hour lectures per week for 10 weeks and a 1-hour tutorial per week for 10 weeks. The lecture and tutorial programs are staggered and cover the 12 weeks of semester (*Semester 2*).

**Description:** In this subject recent debates and reforms in Australian and Victorian public policy and public sector management will be analysed. Topics include welfare policy, health policy, unemployment and gender issues. Major changes in the public sector, including privatisation and contracting out of services, will be assessed. Students will be encouraged to design and evaluate policy proposals. On completion of the subject students should: have an understanding of how to design policies which are socially effective, economically efficient and political feasible; have learned how to evaluate the benefits and costs of public policies and of changes in public sector management.

**Assessment:** An essay or project of 2000 words and a 2-hour examination.

**Prescribed texts:** P Bridgman & G Davis, *Australian Policy Handbook*, Allen & Unwin, 2000.

#### 166-075 Public Sector Management

**Note:** Formerly available as 166-896. Students who have completed 166-896 are not eligible to enrol in this subject.

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Bob Smith

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (*p.375*).

**Contact:** A 2-hour lecture per week and two 1-hour tutorials spread over twelve weeks (*Semester 2*).

**Description:** This subject is an advanced seminar on the theory and practice of public sector management which focuses on the management aspects of public life. Topics will be illustrated through case studies. Students completing this subject should have an understanding of the ways in which government programs are managed at Commonwealth, state and local levels in Australia. They should also develop skills in researching and analysing management issues.

**Assessment:** Written work totalling 2000 words and a 2-hour exam.

#### 316-801 Public Sector Economics - Micro

**Credit points:** 12.5

**HECS-band:** 2

**Coordinator:** Mr A Gunther

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (*p.375*).

**Contact:** A 2-hour lecture and a 1-hour tutorial per week (*Semester 1*).

**Description:** This subject introduces students, who have little prior knowledge of economics, to the principal framework by which economists assess decision-making within the public sector and the techniques they use to assist in making these decisions. The subject covers cost determinants, pricing policies, business organisation structures, market structures, cost-benefit analysis, income distribution, equity and income redistribution. These topics will be illustrated with examples from the public sector, government decision-making on the environment, trade practices legislation and microeconomic reform including privatisation.

**Assessment:** A 2-hour examination and two assignments totalling 2000 words.

### Third/fourth year core subject

#### 166-070 Managing Corporate Resources

**Credit points:** 12.5

**HECS-band:** 2

**Coordinator:** Bob Smith

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** A 1-hour lecture and a 2-hour workshop per week (*Semester 2*).

**Description:** This subject will introduce students to current issues in the management of corporate resources particularly finance and personnel in the public sector. Particular attention will be given to program management, budgeting, resource planning, performance management and information management. Specific reference will be made to key developments in financial and human resource management, including the impact of accrual accounting, financial management information systems, performance indicators, the requirements of external and internal audits, developments in the design and evaluation of jobs, incentive systems, HR planning, and strategies for managing workforces in rapidly changing conditions. These points will be presented in the context of changing public sector arrangements, including trends towards corporatisation, privatisation and contracting out. Further, reference will be made throughout to the particular requirements of public accountability and the challenges posed by the extent of the changes in public sector management.

**Assessment:** Written work totalling 5000 words.

**Prescribed texts:** D Corbett, *Australian Public Sector Management*, Allen & Unwin, 1996.

### Fourth year core subjects

#### 166-074 Policy Analysis in Theory and Practice

**Note:** Formerly available as 166-812. Students who have completed 166-812 are not eligible to enrol in this subject.

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Bruce Headey

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** Two 1-hour lectures and a 1-hour tutorial per week (*Semester 1*).

**Description:** This subject focuses on the main tasks and skills of policy makers, public service managers and community leaders. Students who take this subject should gain a good understanding of how to design and give advice on public policies.

**Assessment:** Written work totalling 5000 words.

**Prescribed texts:**

Materials prepared by the Centre.

#### 316-802 Public Sector Economics - Macro

**Credit points:** 12.5

**HECS-band:** 2

**Coordinator:** To be advised

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** A 2-hour seminar per week (*Semester 2*).

**Description:** This subject covers issues relating to the labour market (unemployment); the product market (consumption, saving and investment); and the money market. It considers the role of government economic policy as well as issues such as inflation and the balance of payments. Students completing this subject should have acquired knowledge of macroeconomic policy and current policy issues in macroeconomics.

**Assessment:** A 2-hour examination, 6 tutorial exercises and 2 essays totalling 3000 words.

### Skills subjects

#### Third/fourth year skills subjects

#### 166-071 Policy Research Skills

**Credit points:** 12.5

**HECS-band:** 1

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Semester:** Not Offered

**Description:** The subject focuses on the skills required to design policy programs which are both socially effective and economically efficient. Students should learn a range of methods used in the evaluation of policy programs, including social experiments, quasi-experiments and interrupted time series designs. Guidance will be given on how to develop recommendations to

improve policies. Students gain practical hands-on experience through workshops in which they learn policy design and evaluation skills. On completion of the subject students should understand the basics of survey research, the conduct of focus groups, budget analysis, and the use of departmental files to develop case profiles.

#### 166-072 Managing Communications & the Media

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Denis Muller

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** A 3-hour seminar per week (*Semester 1*).

**Description:** The subject studies the major theories of mass communication and the function of the press, including print and electronic media. The function of the press varies according to the political and social system in which it operates. In light of this, the function of the press in Australia is explored in relation to the so-called rights of the press, and in terms of the various intersections where the rights and functions of the press meet other interests, such as public sector institutions. Topics include legal, ethical and political issues, Freedom of Information, defamation, contempt, trespass, breach of confidence, privacy and whistle-blowing. Students will be exposed to operational processes within the public sector and the media. They will also receive practical instruction in communications, including writing, editing, presentation and media handling; in ways to identify the need for communications strategies; in how to conceive and design such strategies, and in their implementation and evaluation.

**Assessment:** Written work totalling 5000 words.

**Prescribed texts:**

Materials prepared by the Centre.

### Fourth year skills subjects

#### 166-101 Executive Internship- BPPM

**Note:** Formerly available as 166-664 and 166-511. Students who have completed either of these are not eligible to enrol.

**Credit points:** 25

**HECS-band:** 1

**Coordinator:** Bruce Headey

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** 200 hours, approximately 2 days per week (*Semester 1, repeat 2, Summer*).

**Description:** In this subject students will be placed in an organisation which either has governmental responsibilities or deals with government, where they will work under the supervision and guidance of a senior manager in the organisation. Students will carry out research or analytical exercises of relevance to the organisation that will be involved in high-level and complex policy-making. Students will study the structure, culture and policy environment of the organisation and develop advanced analytical, research and report-writing skills; as well as negotiating and interpersonal skills. Students completing this course should expect to acquire significant insight into the complexities of policy-making and management. During the internship an academic supervisor will advise them.

**Assessment:** Written work totalling 10 000 words.

### Recommended elective subjects

#### Third/fourth year subjects

#### 166-100 Ethics, Politics and Public Policy

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** David Tucker

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** A 2-hour seminar per week (*Semester 2*).

**Description:** The subject examines recent events in the United States to consider issues such as campaign fraud, the misuse of funds, the peddling of influence and sexual harassment. Examples for discussion may include Watergate, the Savings and Loans scandal, the Iran Contra affair, the Clarence Thomas Confirmation, the Lewinski affair and the Whitewater investigation. We will ask how misconduct by government officials should be investigated and whether and to what extent the variety of regulations and codes dedicated to improving ethics that were introduced by Congress have proved effective. On completion of this subject students will be aware of recent ethical scandals in the United States and have knowledge about how they have been dealt with; gain skills that will be relevant in policy-making in the ethics area; and understand various techniques for regulating ethics in government.

**Assessment:** Written work totalling 5000 words.

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### 166-108 Computer-aided Policymaking

**Note:** This is a web-based subject. Students must have access to a Windows-based computer that; has a CD-ROM reader, can connect to the internet, and has a standard form of Internet browser.

**Credit points:** 12.5

**HECS-band:** 1

**Coordinator:** Ray Wyatt

**Prerequisites:** Admission to the Bachelor of Public Policy and Management Program, see *Entry requirements* (p.375).

**Contact:** 120 hours on-line (*Semester 1, repeat 2*).

**Description:** This subject derives practical policy-making lessons from the way that well known software has been written. It addresses many current issues within contemporary policy-making practice, such as 'top-down versus bottom-up policymaking'; 'the theory-practice divide'; 'problem decomposition'; and the 'management of uncertainty'. Four key software packages are given particular emphasis: CyberQuest, Strad, Expert Choice and Strategizer.

**Assessment:** Written work totalling 5000 words comprising four assignments equivalent to 2000 words and a 3000 word essay.

**Prescribed texts:** R Wyatt, *Computer-aided Policymaking: Lessons from Strategic Planning Software*, E & FN Spon/Taylor & Francis, 1999.

## BPPM honours thesis

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### 166-513 Public Policy & Management Thesis

**Credit points:** 37.5

**HECS-band:** 1

**Coordinator:** Bruce Headey

**Prerequisites:** Completion of the first year of the Bachelor of Public Policy and Management with overall grade of at least H2B, and admission to the Bachelor of Public Policy Honours.

**Contact:** Regular meetings with the supervisor (*Year long*).

**Description:** A supervised thesis embodying the results of a student's own research.

**Assessment:** A thesis of 12 000 words

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### 166-514 Public Policy & Management Thesis (MYE)

**Credit points:** 37.5

**HECS-band:** 1

**Coordinator:** Bruce Headey

**Prerequisites:** Completion of the first year of the Bachelor of Public Policy and Management with overall grade of at least H2B, and mid-year admission to the Bachelor of Public Policy Honours.

**Contact:** Regular meetings with the supervisor (*Semester 1, repeat 2*).

**Description:** A supervised thesis embodying the results of a student's own research.

**Assessment:** A thesis of 12 000 words