

29.3 SOCIAL POLICY AND ADMINISTRATION

29.3.01 INTRODUCTION

This module unit is designed to equip the trainee with knowledge, skills and attitudes that will enable him/her to appreciate and evaluate social policy and administration issues in a society.

29.3.02 GENERAL OBJECTIVES

By the end of this module unit, the trainee should be able to:

- (a) understand the policy formulation process
- (b) understand policy analysis and development process and their impact on a society
- (c) appreciate the importance of policy in social development
- (d) apply appropriate techniques to evaluate social policy issues
- (e) understand the impact of emerging issues on social development.

SUMMARY OF TOPICS AND TIME ALLOCATION

CODE	TOPICS	SUB-TOPICS	
29.3.1	INTRODUCTION TO SOCIAL POLICY AND ADMINISTRATION	<ul style="list-style-type: none"> • Meaning of policy and administration • Types of policies • Origin and development of social policies • Features of social policies • Roles of social policies • Factors influencing social policies in Kenya 	15
29.3.2	DECISION MAKING PROCESS	<ul style="list-style-type: none"> • Meaning of decision making • Stages in decision making process • Models of decision making • Types of decision making 	15
29.3.3	SOCIAL POLICY FORMULATION	<ul style="list-style-type: none"> • Meaning of policy formulation • Rationale for policy formulation • Role of stakeholders in policy formulation • Research in social policy • Indicators impending policy decision • Steps in policy formulation • Factors influencing policy formulation • Impact of policy to social work 	15
29.3.4	SOCIAL POLICY ANALYSIS AND DEVELOPMENT	<ul style="list-style-type: none"> • Meaning of policy analysis • Importance of policy analysis • Process of policy analysis • Role of government in policy development • Process of policy development 	15
29.3.5	POLICY ADMINISTRATION	<ul style="list-style-type: none"> • Meaning of policy administration • Types of policy administration agencies • Policy administration structure 	15

CODE	TOPICS	SUB-TOPICS	
		<ul style="list-style-type: none"> Challenges in policy administration 	
29.3.6	POLICY IMPLEMENTATION	<ul style="list-style-type: none"> Meaning of policy implementation Factors to consider in policy implementation Process of policy implementation Role of agents in policy implementation Challenges of policy implementation 	20
29.3.7	SOCIAL POLICY EVALUATION	<ul style="list-style-type: none"> Meaning of policy evaluation Importance of policy evaluation Factors affecting policy evaluation Techniques of evaluating policies Impact of social policies Policy termination and succession 	15
29.3.8	SOCIAL WELFARE POLICIES	<ul style="list-style-type: none"> Meaning of social welfare policies Types of social welfare policies Impact of social welfare in Kenya Challenges of social welfare policies in Kenya 	15
29.3.9	EMERGING TRENDS IN SOCIAL WELFARE	<ul style="list-style-type: none"> Emerging trends in social policies in Kenya 	10
Total			130