

Project Management



Project
Management
NQF 4

Further Education and Training Certificate: Project Management NQF

SAQA ID: 50080 | NQF LEVEL: 4 | CREDITS: 136 | Entry Level Requirment: Grade 11/Computer Literacy | Delivery: Classroom/Blended/Online | Accreditation: Service SETA

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Purpose of this Qualification

The primary purpose of the qualification is to provide learners with the following:

- A foundation of basic project management knowledge and skills which can be used to build further project management-related competencies
- Competence to be an influential project team member
- Competence to provide administrative support to a project manager and team members
- Competence to assist a project manager of medium to large projects

Possible Careers on Completion

Qualifying learners could follow a career in:

- Project Manager
- Project Team Leader
- Project Administrator

Exit Level Outcomes

On achieving this qualification, the learner will be able to:

- Work with others to undertake or support the project management activities
- Assist the project manager and project team by contributing and participating in the planning, execution, and control activities
- Provide support to the administration of a project
- Supervise a project team of small project to deliver project objectives
- Support the project environment and management activities to deliver project objectives
- Describe and apply specialised technical methods, tools, and techniques to a project to deliver project objectives

Modules and Courses

Module 1: Work Orientation

- HIV/AIDS and its effects in the workplace

Module 2: Communication

- Accommodate audience and context needs in oral communication
- Interpret and use information from texts
- Language and communication in occupational learning programmes
- Write texts for a range of communicative contexts

Module 3: Project Management Introduction

- Explain the fundamentals of project management
- Project management tools and techniques

Module 4: Project Planning

- Contribute to project initiation, scope definition and scope change control
- Develop a simple schedule to facilitate effective project execution
- Work as a project team member

Module 5: Project Administration Support

- Conduct project documentation management to support project processes
- Implement project administration processes according to requirements
- Engage in sustained oral communication and evaluate spoken texts
- Read, analyse and respond to a variety of texts
- Use the writing process to compose required texts
- Write for a wide range of contexts

Module 6: Project Budgeting and Risk Management

- Contribute to the management of project risk within own field of expertise
- Estimate and prepare a cost budget for a project and monitor and control actual costs against budget
- Statistics and probability of interrogating findings
- Represent, analyse and calculate shape and motion in 2 and 3-dimensional space
- Use mathematics to investigate and monitor financial aspects of life

Module 7: Project Implementation

- Assist in implementing and assuring project work meets quality requirements
- Monitor, evaluate, and communicate simple project schedules

Module 8: Support Project Teams

- Plan, organise, and support project meetings and workshops
- Develop a plan to enhance team performance



Registered Skills Provider for:

MICT SETA

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Contact details



(012) 667 4962



info@speccon.co.za



www.speccon.co.za



Cambridge Office Park
Building C
5 Bauhinia Street
Highveld Technopark
Centurion 0157