



Accredited Provider  
The Skills College for Development and Training (Pty)Ltd.

## **Further Education & Training Certificate: Project Management**

*Qualification ID 50080 – NQF 4; 136 Credits*

### **INTRODUCTION**

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

A foundation of basic project management knowledge and skills which can be used to build further project management related competencies.

Competence to be an effective project team member.

Competence to provide administrative support to a project manager and team members.

Competence to provide assistance to a project manager of medium to large projects.

As electives specialisation in:

Competence to plan, execute and control small, simple projects.

OR

Competence in specialised technical areas to support project management processes.

This qualification is directed at learners working:

As contributing team members on a moderately complex to complex project when not a leader or;

As a leader in the context of a simple project/sub-project.

A simple project/sub-project is seen to be one that involves few resources and has a limited impact on stakeholders and the environment.

This qualification is intended for those with prior work experience or an NQF Level 3 qualification in project management or business administration or equivalent. The learners accessing this qualification will be working in or with project management teams or using a project approach to their business. These projects may be technical projects, business projects, government projects or community development projects and will cut across a range of economic sectors. This qualification is also of value to learners running their own business, as project management is an integral component of any business system.

Qualifying learners working on a project will have the necessary knowledge, skills and attitudes to function more effectively and in a professional manner, add value to their job performance and enhance their ability to follow and implement policies and procedures.

On achieving the applied competencies of the Qualification, learners may advance their career opportunities further into project administration, support services or management within an organisation, in all sectors.

## LEARNING ASSUMED TO BE IN PLACE

Learners accessing this Qualification will have demonstrated competence as follows:

Communication at NQF Level 3 or equivalent.

Mathematical Literacy at NQF Level 3 or equivalent.

Computer Literacy at NQF Level 3 or equivalent.

A basic understanding of the workplace, project processes and operations and competence in National Certificate at Level 3 in Business Administration or Project Support Services or equivalent is preferable.

## EXIT LEVEL OUTCOMES

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

1. Work with others to undertake or support the project management activities.
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.
3. Provide support to the administration of a project.

For electives one of:

4. Supervise a project team of a small project to deliver project objectives.  
OR
5. Support the project environment and management activities to deliver project objectives.  
OR
6. Describe and apply specialised technical methods, tools and techniques to a project to deliver project objectives.

## TIME PERIOD

This Learnership can be presented over a period of 12 months. Contact sessions can be determined. This does not need to be 100% contact session based.

## A SELECTION OF THE FOLLOWING UNIT STANDARDS WILL BE COMPLETED TO ACHIEVE 136 CREDITS:

### UNIT STANDARDS:

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	<a href="#">120383</a>	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	NQF Level 03	6
Core	<a href="#">120376</a>	Conduct project documentation management to support project processes	Level 4	NQF Level 04	6
Core	<a href="#">120373</a>	Contribute to project initiation, scope definition and scope change control	Level 4	NQF Level 04	9
Core	<a href="#">120374</a>	Contribute to the management of project risk within own field of expertise	Level 4	NQF Level 04	5
Core	<a href="#">120384</a>	Develop a simple schedule to facilitate effective project execution	Level 4	NQF Level 04	8
Core	<a href="#">120372</a>	Explain fundamentals of project management	Level 4	NQF Level 04	5

Core	<a href="#">120381</a>	Implement project administration processes according to requirements	Level 4	NQF Level 04	5
Core	<a href="#">120387</a>	Monitor, evaluate and communicate simple project schedules	Level 4	NQF Level 04	4
Core	<a href="#">120375</a>	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	Level 4	NQF Level 04	6
Core	<a href="#">120382</a>	Plan, organise and support project meetings and workshops	Level 4	NQF Level 04	4
Core	<a href="#">120379</a>	Work as a project team member	Level 4	NQF Level 04	8
Fundamental	<a href="#">8968</a>	Accommodate audience and context needs in oral communication	Level 3	NQF Level 03	5
Fundamental	<a href="#">8969</a>	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	<a href="#">8973</a>	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	<a href="#">8970</a>	Write texts for a range of communicative contexts	Level 3	NQF Level 03	5
Fundamental	<a href="#">9015</a>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Fundamental	<a href="#">8974</a>	Engage in sustained oral communication and evaluate spoken texts	Level 4	NQF Level 04	5
Fundamental	<a href="#">8975</a>	Read analyse and respond to a variety of texts	Level 4	NQF Level 04	5
Fundamental	<a href="#">9016</a>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	NQF Level 04	4
Fundamental	<a href="#">7468</a>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04	6
Fundamental	<a href="#">12153</a>	Use the writing process to compose texts required in the business environment	Level 4	NQF Level 04	5
Fundamental	<a href="#">8976</a>	Write for a wide range of contexts	Level 4	NQF Level 04	5
Elective	<a href="#">13912</a>	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	NQF Level 03	5
Elective	<a href="#">13915</a>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	NQF Level 03	4
Elective	<a href="#">120385</a>	Apply a range of project management tools and techniques	Level 4	NQF Level 04	7
Elective	<a href="#">243298</a>	Apply administrative skills and knowledge in a sport organisation	Level 4	NQF Level 04	11

Elective	<a href="#">243296</a>	Apply values and ethics to a sport organisation	Level 4	NQF Level 04	3
Elective	<a href="#">243303</a>	Create, improvise and organize sport activities	Level 4	NQF Level 04	6
Elective	<a href="#">120377</a>	Identify, suggest and implement corrective actions to improve quality of project work	Level 4	NQF Level 04	7
Elective	<a href="#">243300</a>	Lead a community sport activity	Level 4	NQF Level 04	12
Elective	<a href="#">242819</a>	Motivate and Build a Team	Level 4	NQF Level 04	10
Elective	<a href="#">243293</a>	Promote sport activity in a community	Level 4	NQF Level 04	4
Elective	<a href="#">120386</a>	Provide procurement administration support to a project	Level 4	NQF Level 04	7
Elective	<a href="#">120380</a>	Evaluate and improve the project team's performance	Level 5	Level TBA: Pre-2009 was L5	7
Elective	<a href="#">120388</a>	Supervise a project team of a small project to deliver project objectives	Level 5	Level TBA: Pre-2009 was L5	14
Elective	<a href="#">120378</a>	Support the project environment and activities to deliver project objectives	Level 5	Level TBA: Pre-2009 was L5	14