



National Certificate: Project Management

SAQA ID: 50080

NQF LEVEL: 04

CREDITS: 136

As organisations mature and adopt project management as a formal discipline, there is an increasing need for project managers to understand all elements and processes that form part of the profession and how projects relate to other areas of the business. This qualification provides learners with all the essential skills, tools and techniques that they will need to support them in a project management role. It concentrates on practical techniques, planning skills, communication skills and supervision skills that can easily be applied directly to the workplace.

Qualification Designed For

The qualification is suitable for individuals who are new to the role of project manager and/or lack any formal training in the discipline of project management, are looking to adopt a project approach to managing work, or are setting up a Project Support Office.

Entry Requirements

Learners accessing this qualification are assumed to be competent in:

Communication, Mathematical and Computer Literacy at NQF Level 3 (equivalent to Grade 11).

Qualification Objectives

- Have a foundation of basic project management knowledge and skills which can be used to build further project management related competencies
- Be an effective project team member on a moderately complex to complex project

- Be able to provide administrative support to a project manager and team members
- Lead a simple project/sub-project
- Provide assistance to a project manager of medium to large projects

Qualification Outline

MODULE 1 TEAM WORK MANAGEMENT		TOTAL CREDITS:30	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
242819 (E)	Motivate a team	4	10
120380 (E)	Evaluate and improve the project team's performance	5	7
13912 (E)	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
120379 C	Work as a project team member	4	8

MODULE 2 FANANCIAL SKILLS		TOTAL CREDITS:16	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
9016 (F)	Represent, analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts	4	4
7468 (F)	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
9015 (F)	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6

US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
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MODULE 3 COMMUNICATION SKILLS			TOTAL CREDITS:37	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS	
8968 F	Accommodate audience and context needs in oral communication	3	5	
8973 F	Use language and communication in occupational learning	3	5	
8974 F	Engage in sustained oral communication and evaluate spoken texts	4	5	
8975 F	Read, analyse and respond to a variety of texts	4	5	
12153 F	Use the writing process to compose texts required in the business environment	4	5	
8976 F	Write for a wide range of contexts	4	2	
8969 F	Interpret and use information from texts	3	5	
8970 F	Write texts for a range of communicative contexts	3	5	
120373 C	Contribute to project initiation, scope definition and scope change control	4	9	
120384 C	Develop a simple schedule to facilitate effective project execution	4	8	
120375 C	Participate in the estimation and preparation of budgets for a project or sub project and monitor and control actual cost against budget	4	6	
120384 c	Contribute to the management of project risk within own field of expertise	4	8	

MODULE 5 PROJECT MONITORING

TOTAL CREDITS:10

US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
120387 c	Monitor, evaluate and communicate simple project schedules	4	4
120383 c	Provide assistance in implementing and assuring project work meets quality requirements	3	6

MODULE 6 PLAN IMPLEMENTATION		TOTAL CREDITS:15	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
120382	Plan, organise and support project meetings and workshops	4	4
120376 c	Conduct project documentation management to support project processes	4	6
120381 c	Implement project administration processes according to requirements	4	5

MODULE 7 PROJECT MANAGEMENT		TOTAL CREDITS:5	
US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
120381	Explain fundamentals of project management	4	5