

Further Education and Training Certificate: Project Management

Based on SAQA Unit Standard ID 50080, NQF Level 4, 136 Credits

Overview

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.

Who should attend?

Existing project managers who already have a working knowledge or basic understanding of project management theories.

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: Project Management Introduction

- Understanding the fundamentals of project management
- Appreciate who is involved with each of the above processes and what responsibilities they have

Module 2: Apply numerical skills to project management

- Represent, analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems

Module 3: Apply communication skills to project management

- Accommodate audience and context needs in oral communication (2nd language)
- Use language and communication in occupational learning (2nd language)
- Engage in sustained oral communication and evaluate spoken texts
- Read, analyse and respond to a variety of texts
- Use the writing process to compose texts required in the business environment
- Write for a wide range of contexts
- Interpret and use information from texts (2nd language)
- Write texts for a range of communicative contexts (2nd language)

Module 4: Assist with project planning

- Contribute to project initiation, scope definition and scope change control
- Develop a simple schedule to facilitate effective project execution
- Participate in the estimation and preparation of budgets for a project or sub project and monitor and control actual cost against budget
- Contribute to the management of project risk

Module 5: Work as a Project Team Member

- Work with others to undertake or support project management activities

Module 6: Assist with project control

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

Module 7: Provide Project Admin Support

- Plan, organise and support project meetings and workshops
- Conduct project documentation management to support project processes
- Implement project administration processes according to requirements

Module 8: Supervise a Project Team

- Supervise a project team of a small project to deliver project objectives

Minimum entry requirements

- Communication at NQF Level 3 or equivalent
- Mathematical Literacy at NQF Level 3 or equivalent
- Computer Literacy at NQF Level 3 or equivalent

Training breakdown

Three days per module (total of 15 days) with learners having additional access to mentors and work groups to assist in the completion of the activities.