



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

This comprehensive FETC foundation qualification introduces delegates to the key elements and processes of Project Management as a profession. It also highlights how projects are interrelated to many areas of business.

The programme will give you the theoretical knowledge and practical skills, tools and techniques to manage simple projects and to administer more complex projects. It concentrates on the fundamentals of project management such as planning, communicating, implementing and monitoring different types of projects.

It is designed to develop you into a competent and multi-skilled project manager, able to work in any sector.

## Target Audience

The qualification is aimed at individuals working in a project environment as a team member, project administrator or leader of a small project or sub-project.

The programme is also of value to delegates running their own business, as project management is an integral component of any business system.

## 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, and
- Prior work experience in project processes and operations or an NQF level 3 qualification in Project Management or Business Administration.

## Workplace Requirements

- Access to suitable work projects so that you can complete the workplace assignments.
- An allocated Workplace Mentor / Supervisor.
- Working in or with project management teams or using a project approach to business. Projects may be technical projects, business projects, government projects or community development projects.
- Access to related project data and procedures.
- Access to a PC, software, telecommunication equipment and the internet for course work.

## Project Management

# Certificate: Project Management

SERVICES SETA Certification

SAQA ID: 50080

NQF Level: 4

Credits: 136

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive the FETC: Project Management, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the programme, you will have developed a solid grounding in project management theory and practise as well as fundamental skills such as:

- Being an effective project team member on moderately complex to complex projects.
- Offering administrative support to Project Managers and team members.
- Leading a simple project or sub-project.
- Providing assistance to a Project Manager of a medium to large project.
- Managing and leading teams effectively and developing and maintaining project stakeholder relationships.



## Course Content

### FETC: Project Management

Accreditation Body: SERVICES SETA

SAQA ID: 50080 | Learning Programme ID: NA

NQF Level: 4 | Credits : 136

#### Introduction to Project Management

- Explain the fundamentals of project management
- Apply a range of project management tools and techniques

#### Project Initiation, Planning and Implementation

- Contribute to project initiation, scope definition and scope change control
- Develop a simple schedule to facilitate effective project execution
- Contribute to managing project risk within own field of expertise
- Participate in estimating and preparing cost budgets for a project or sub project and monitor and control actual cost against budget
- Provide assistance in implementing and assuring project work meets quality requirements

#### Project Monitoring and Control

- Monitor, evaluate and communicate simple project schedules

#### Project Support

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

#### Communication (Spoken and Written)

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

#### Project Mathematics

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

#### Project Teamwork

- Work as a project team member
- Motivate and Build a Team



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